

## Oak Mountain High-Tech Solutions

2019-2020 Handbook

[oakmountainrobotics.com](http://oakmountainrobotics.com)



Oak Mountain High-Tech Solutions is a student-led club of Oak Mountain High School which participates in the B.E.S. T. (Boosting Engineering, Science, and Technology) program/competitions. The club is formed for the express purpose of preparing youth for technology and business careers. Students become socially engaged and self-confident through participation in individual and team challenges. Oak Mountain High-Tech Solutions is funded through corporate and individual donations.

### MEMBERSHIP:

- The **teacher sponsor** is the club's connection to the school and offers support in regards to collecting and using funds. The sponsor acts as a school representative any time students are participating at competition-related events. These events are Kick-off Day, Practice Day, local hub competition day (East Alabama BEST at Jacksonville State University) and South's B.E.S.T. competition weekend (Auburn University).
- By definition a **mentor** is someone who teaches or gives help and advice to a less experienced and often younger person. Mentors for the robotics club are typically parents or guardians of club members or alumni club members. Mentors share their time and experience with the student members in the following areas:
  - Engineering - designing and building the robot
  - Creative - designing and building the marketing booth
  - Marketing - conceptualizing the yearly theme according to the game design and developing a sales strategy to present at competition
- **Student members** may be comprised of OMHS students, OMMS 8th grade students, homeschoolers, and students registered at schools without a B.E.S.T. Robotics club or team. Every club member is required to participate in all aspects of the club (spend time in both trailers, contribute to the engineering notebook, assist with assembly of the marketing booth, etc.). All student members have an equal vote in club-wide decisions.

### MEETINGS:

- Occasional meetings during the school day will take place in the Teacher Sponsor's classroom. Happenings at these meetings will be shared through GroupMe for those not able to attend.
- Regular brainstorming, building, and general working meetings will be held in the trailers beside OMIS thanks to a partnership with their principal and 5th grade VEX robotics team. OMHS club members available during OMIS team meetings (Thursdays from 3:00-4:30) are asked to mentor intermediate school students through building and programming. This can serve as Give Me Five service hours.
- Team-building activities (basketball, football, picnics, laser tag, etc.) may take place at any time. Often these events serve to give student members a break during regular working meetings.
- A safety training meeting will take place at the beginning of each year. Attendance at this meeting is required. For safety reasons, no students may operate any power tools without the supervision of an adult mentor or teacher.
- All student members will have the opportunity to vote on different aspects of the club's competition entries including theme, robot game strategy, booth design, and robot design.
- Student members are required to attend a minimum of 50% of meetings.

### MARKETING PRESENTATION TEAM:

- The Marketing Presentation Team is comprised of, but not limited to, those holding leadership positions. This team will develop and deliver a sales strategy for the judges at both the local hub in Talladega and at South's BEST.

### DRIVERS:

- Any member in the club may learn to operate the robot and participate in the drive-off contest to determine who will be drivers at the competitions.

- The driving contest will be moderated by the mentors. Driver’s scores will be posted on the board in the engineering trailer. Once all scores have been tabulated, the final driver list will be decided by a vote of **all** student members with driving contest results posted. Holding a leadership position does not guarantee a driver spot.

**LEADERSHIP POSITIONS:**

All leadership positions are elected at the beginning of each school year. Leaders should be sophomores, juniors, or seniors with at least one (1) year of participation in the club. It is preferable for these positions to be held by students registered at Oak Mountain High School in order to properly represent the school and to be readily available to the teacher sponsor and the school administration. Those wanting to be in leadership may only run for 2 positions. All voting will be by secret ballot and counted by adult mentors.

The following details the responsibilities and duties of the leadership positions available in the club.

**CEO (Chief Executive Officer)**

- Lead club meetings
- Be an active working member of all three aspects of the club (engineering, creative, and marketing)
- Work closely with the teacher sponsor, represent the club, and address any issues with the school administration
- Work with the Head of Marketing to raise funds to support the financial needs of the club.

**COO (Chief Operating Officer)**

- Operate in the capacity of the CEO in his/her absence
- Be an active working member of all three aspects of the club (engineering, creative, and marketing)
- Work with the Head of Marketing to raise funds to support the financial needs of the club.

**CFO (Chief Financial Officer)**

- Work closely with an adult mentor to keep an account of the club’s funds
- Document dues, donations, and expenses

**Head of Engineering**

- Appoint a student member to take notes and photographs at each engineering meeting.
- Contribute to the design and fabrication of the robot in accordance with the game rules and guidelines.
- Oversee and maintain the engineering notebook

**Head of Creative**

- Appoint a student member to take notes and photographs at each creative meeting.
- Design, build, and decorate a themed marketing booth in accordance with the game rules and guidelines.
- Develop and build a booth game to educate and entertain competition attendees and judges.

**Head of Marketing**

- Appoint a student member to take notes and photographs at each marketing meeting.
- Work with the CEO to raise funds to support the financial needs of the club.
- Develop a sales strategy to present at competition
- Update informational brochures to be distributed for the purposes of club awareness and fundraising.
- Work closely with the creative team to execute the design of the marketing booth.

**NOTE:** At times creative and marketing will operate as one entity as needed to best facilitate a cohesive design.

**THIS FORM MUST BE SIGNED BY ALL STUDENT MEMBERS.**

I have read and agree to abide by all aspects of the 2019-2020 Oak Mountain High-Tech Solutions handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date