

# AQUIDNECK ISLAND ROBOTICS, INC.

## MEMBERSHIP POLICY

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This document is part of a series of policies and procedures used by Aquidneck Island Robotics, Inc. (AIR). Please contact the AIR Board of Directors with questions and concerns.

### 1 PURPOSE

The purpose of this policy is to outline the categories of membership, the applicable membership fees, eligibility criteria for membership and the procedures and forms for applying for and renewing membership.

### 2 CATEGORIES OF MEMBERSHIP

#### FAMILY BUNDLE

The Family Bundle membership category is for the students and their parents/guardians that join AIR to participate in our K-12 robotics programs. A Bundle is the naming convention used by our membership management software (Wild Apricot).

#### MENTOR

The Mentor membership category is for adult volunteers of AIR who meet any of the following criteria:

- are the head/assistant coaches of our robotics teams
- lead team meetings
- chaperone travel
- directly contact youth members (by email, phone, Slack, etc.)
- have access to membership PII/PHI
- hold Board and Coordinator positions

All Mentors must pass a Rhode Island criminal background check.

#### SUPPORTER

The Supporter membership category is for adult volunteers of AIR who do not meet any of the criteria of a Mentor.

#### ALUMNI

The Alumni membership category is used to identify and contact student graduates of AIR. Students are automatically changed to this membership category upon graduation.

### 3 MEMBERSHIP FEES

AIR collects membership fees on an annual basis for student members to participate in our robotics programs. These fees do not directly fund all program expenses but are necessary to help fund organizational operating costs (IT costs, insurance, banking software, membership management etc.) as well as provide each student and coach a team uniform. Membership fees are decided each year by the AIR Board of Directors.

#### FEES

Our programs have the following membership fees on a per student basis:

- Elementary School (Grades K-3) FIRST Lego League Jr. (FLLJR): **\$50**
- Middle School (Grades 4-8) FIRST Lego League (FLL): **\$100**
- High School (Grades 8-12) FIRST Robotics Competition (FRC) / FIRST Tech Challenge (FTC): **\$150**

#### INVOICES

Returning members will be invoiced via email for this fee on July 1<sup>st</sup> each year (the start of the last quarter of the AIR fiscal year). New members will be invoiced via email within 5 business days upon registering with AIR. Invoices are due by September 30<sup>th</sup>.

#### SCHOLARSHIP

Partial and full membership fee scholarships are available to families on a need basis. Applications are available on our website and due by September 15<sup>th</sup>.

#### HEAD COACH/PROGRAM COORDINATOR FEE EXEMPTION

Head coaches and program coordinators, who are parents/guardians of children participating in AIR programs, are exempt from all membership fees in their Family Bundle. There is a maximum of one head coach per team and four program coordinators (two for FLL/FLLJR and two for FRC/FTC). This exemption is in place to encourage parents/guardians to help sustain and grow AIR teams.

#### REFUNDS

There may be a situation where a family may prefer to no longer participate in a program and would like a refund of their membership fees. To obtain a refund, the family must request a refund from the Board of Directors via email no later than September 15<sup>th</sup>. A refund will end a student's participation in an AIR program. Exceptions can be made by a decision of the Board of Directors due to a schedule and/or roster issue after the September 15<sup>th</sup> cutoff.

Fee refund examples:

- Schedule conflict (school, sports, work, etc.)
- No longer wishes to participate in program
- Family moving

## 4 ELIGIBILITY CRITERIA

### FAMILY BUNDLE

- Pay the yearly membership fees by the September 30<sup>th</sup> deadline.
- Complete the required registration forms.
- Review and accept the **AIR Medical and Photography Release document**.
- Adhere to the **AIR Code of Conduct**.
- Student meets or exceeds meeting attendance requirement (varies by program).

### MENTOR

- Complete the required registration forms.
- Review and accept the **AIR Medical and Photography Release document**.
- Adhere to the **AIR Code of Conduct**.
- Pass a Rhode Island criminal background check.

### SUPPORTER

- Complete the required registration forms.
- Review and accept the **AIR Medical and Photography Release document**.
- Adhere to the **AIR Code of Conduct**.

### ALUMNI

- Complete the required registration forms.

## 5 REGISTRATION

### RETURNING FAMILY REGISTRATION (JUNE 1 – JUNE 30)

Returning families have the month of June to register their returning children. To guarantee a spot on a team roster, families must complete their registration form for processing by June 30<sup>th</sup>. Beginning on July 1<sup>st</sup>, all registrations (both new and returning) will be treated as first come, first serve.

1. Visit the Join tab on our website to complete the appropriate Google form for each returning student. Each program will have its own unique form.
2. Pay invoice by September 30<sup>th</sup>.

### NEW FAMILY REGISTRATION (JULY 1 – SEPTEMBER 15 EACH YEAR)

A new family registering with AIR will perform the following steps between July 1<sup>st</sup> and September 15<sup>th</sup>:

1. Visit the Join tab on our website to register the primary parent/guardian.
2. Complete a Google form for each additional parent/guardian that would like to receive email updates from their child's team and AIR.
3. Complete the appropriate Google form for each new student joining AIR. Each program will have its own unique form.
4. Pay invoice by September 30<sup>th</sup>.



## NEW MENTOR / SUPPORTER (YEAR ROUND)

New adult volunteer members of AIR can register at any time.

1. Visit the Join tab on our website to register as a mentor or supporter.
2. Wait for instruction from AIR Secretary to complete background check (mentors only).

## CHANGE MEMBERSHIP TO MENTOR

For a parent/guardian or supporter to become a mentor, please contact the AIR Secretary to complete background check.

## WAITLIST PROCEDURE

There may be situations where member registrations exceed our program capacity. If that is the case, a waitlist will be created based on registration timestamp. Families on the waitlist will be notified of their position when entered onto the waitlist. AIR leadership will do their best to clear the waitlist by attempting to secure the resources needed to accept more students (more coaches/mentors, new workspaces, etc.)