

FIRST Team 1912 Combustion

Ignition Team Manual

Running a Junior FIRST
Lego League Expo



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Hello! This is short guide on how to run a JrFLL Expo created by FRC Team 1912 Combustion. While this documentation may not be exhaustive, it hopefully serves as a useful tool. Any comments, questions or suggestions regarding its content should be directed to Team 1912 Combustion at team1912combustion@gmail.com.

This manual was originally written by Rachel Holladay and Wendy Holladay, who served as the student and mentor lead, respectively, for JrFLL when Team 1912 originally began its involvement.



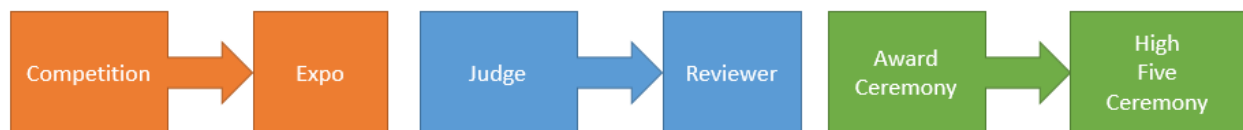
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1 Spirit of the Event

By definition, Junior FIRST Lego League is a non-competitive program where everyone is a winner for participating! This is crucial to the spirit of JrFLL and therefore is heavily reflected in any JrFLL event.

Therefore, due to the noncompetitive nature, there is a slight change of terminology from other FIRST events.



Ultimately, any JrFLL event is a celebration of young children getting involved and being passionate and science and technology. So celebrate them!

2 Planning Logistics

Running a JrFLL event can seem a little daunting, but with careful planning and a smile the event is nothing but fun!

2.1 Location and Timing of the Event

The JrFLL season is very long and since there are few deadlines from FIRST, you are free to organize the season as you see fit. This being said, we would advise to have the JrFLL season run parallel to the FLL season. This is for several reasons. Since many teams are school based it makes it easier to start the season at the beginning of the school year and finish just before winter break, thus taking place during the fall semester. At a minimum early August is when the challenge is released so this is the earlier starting period. Additionally, for parents that have children in both FLL and JrFLL having concurrent seasons can make the process easier (although perhaps for difficult for some).

A large argument in the favor of having the JrFLL season overlap with the FLL season is to have the JrFLL expos at the same time as the FLL competitions. JrFLL events require much less (in almost every respect) to FLL events, so 'piggy-backing' on to a FLL event helps solve many, many logistics. Aside from the obvious ease gained, combining the two events allows the students of the JrFLL and FLL communities to interact. FLL students can see the cool things their younger peers (and perhaps siblings) are doing and the JrFLL students can see what they have to look forward to in the coming years.

It is, of course, the decision of the organizers how to structure the season and when to host the event. However, this guide will make the (hopefully not too dangerous) assumption that the event is being held in tandem with an FLL competition. If this assumption is incorrect then the manual

is still contains correct information, it simply lacks information that is masked by our assumption.

Any JrFLL event venue essentially needs three areas:

Pits This is where the teams are set up. Each team needs a table to put their poster on and set down their things as 'home base'. Space the tables such that the six children will have enough room to stand when presenting their poster.

General Overflow Adjacent from the pits is extremely useful to have a decent amount of open space. This is where the Opening Ceremony and High Five ceremony can take place and where parents and coaches will be during the reviewing process.

Reviewer's Area This is the equivalent to the judge's room at FIRST competitions, so where the reviewer's can deliberate and where the organizers can store supplies.

Most JrFLL events take about a half of a day, which therefore makes them perfect for a morning event that finishes around lunchtime. This means that the JrFLL students can then spend the afternoon exploring the FLL activities.

2.2 Recruiting and Registering Teams

It is entirely up to the organizers how many teams to include in the expo. In the first year it is recommended to start off with a slightly smaller group of teams, just to make things for manageable since the first year is often the hardest. However after that the hope would be to include as many teams as possible and therefore to invite everyone from the surrounding community.

To recruit teams spread the word through the FIRST community, taking advantage of any and all FRC, FLL or general FIRST contacts. You should also official register your event on the FIRST website, which will help people in the area find it.

When recruiting teams, ask them to register for your event. The FIRST website does not do this automatically. This means that teams need to register their team with the FIRST website and then **separately** register for your event. FIRST HQ is aware that this is a little confusing and is looking into it but as of now the two registrations are separate.

Set a deadline for the last day to register. This is important because you need to know how many teams to expect to know how many trophies to order since team team receives a trophy.

When organizing your teams it is suggested to have a spreadsheet with the following information for each team:

- Team Number
- Team Name

- Team Location
- Main Contact's Name
- Main Contact's Phone Number
- Main Contact's Email Address
- Whether registration has been paid

2.3 Planning Committee

It is suggested to have a head student and head mentor in charge of planning the event. It is hoped that the student, someone of say high school age such as an FRC or FTC participant, would take the lead on planning and that the mentor would be there to guide. These two leaders would undoubtedly work very closely with the FLL planning committee if the JrFLL event coincides with the FLL event. A larger crew of volunteers is needed to run the event, as detailed in Sec. 3.6.

3 Event Planning

Once the start-up planning is under way there are several things to prepare in advance of the big day.

3.1 Awards

JrFLL is noncompetitive event which means that awards are also not competitive. While this could be interpreted to mean no one wins an award, we prefer to think of it as everyone wins an award that celebrates what is special about them. For this reason we award one trophy per team in a category we thought they best shined in. We also give a ribbon for each participant.

The award categories are not firmly established, although FIRST does provide some suggestions : <http://www.usfirst.org/roboticsprograms/jr.fl/awards>.

We provide some example award callouts in 5.1 but encourage you to explore your creativity.

You are free to order from your favorite trophy store however we recommend using the FIRST resource since it will come with that year's theme and logo printed on it. This years information can be found at :

http://www.usfirst.org/sites/default/files/uploadedFiles/Robotics_Programs/JrFLL/Challenge/THINK-TANK/2014-JrFLL-THINK-TANK-awards.pdf.

You order via email to Crown Trophy. We recommend closing event registration a few weeks before your event since the trophies take a few weeks to come in and you need to know your team count to know the number of trophies to order. Even so, its never a bad idea to order an extra.

While every team takes home a trophy it is nice to allow every kid to take home something of their own which is why, if budget allows, its nice to be able to give each child their own ribbon. These are bought in bulk so there is less need to be careful about the numbers.

Some events put together a goodie bag for each team similar to the way some FLL events do. FIRST also provided generic certificates and participation certificates for printing :

<http://www.usfirst.org/roboticsprograms/marketing-tools/jr.fl/2014-jrfl-think-tank>.

3.2 Registration Material

As your teams enter your event, their first stop should be the Registration Table. This is where your teams will check it and fill out Registration form, an example as shown in the Appendix. It is helpful to have your spreadsheet from Sec. 2.2 to check off teams. Teams should not be allowed into the Pits in till they have completed registration.

3.3 Event Schedule

An example schedule of the JrFLL Expo could look like this:

8 : 30 – 9 : 00	Registration and Set-Up
8 : 45 – 9 : 00	Reviewer's Meeting
9 : 00	Opening Ceremonies
9 : 15 – 10 : 30	Reviewing Session
11 : 15	High Five Ceremony

3.4 Reviewer's Schedule

We suggest to have reviewers move in set of pairs, where each team is reviewed by a few sets of reviewers. We would suggest having each team reviewed approximately three times, but definitely no more then four times as it can tiring for the students.

A typical review session lasts 1.5 hours, which is usually enough time to talk to everyone but not long enough to tire the participants. The reviewers schedule is modeled off 15-minute rotations where a pair of reviewer's interview their team for the first ten minutes and then, off to the side dicuss the team for the remaining five minutes.

Several examples of Judges' rotations are available in Appendix.

3.5 Reviewer's Packet

Each reviewer should be given a helpful 'Reviewer's Packet' that contains :

- Event Schedule
- Reviewer's Schedule
- Sample Questions
- Reviewer Sheet
- Scrap Paper
- List of Awards
- Clip Board

3.6 Personnel

The following is a suggested list of volunteer roles. You may feel you need more or less, depending on the size and specific style of your event. If you are a FIRST team (such as FRC or FTC) hosting the event then many of your volunteers can and should come from within your own team. You can also reach out to community members in the same way that FIRST events recruit judges and volunteers. If possible, have all of your volunteers register on VIMS ahead of time.

Head Organizer This role is filled by either the lead student or mentor and role involves running the event. This means that the person wears many hats and must be responsible for all the specifics of the event without having to individually do every specific task. Roles include overseeing registration, serving as master/mistress of ceremonies, serving as volunteer coordinator and resolving any possible conflicts or confusions. One of their mottoes should be "The buck stops with me". While the head organizer and head reviewer, as described below, could be the same person, it is advised to separate them for the sanity of everyone involved.

Head Reviewer This person runs the reviewing session and is a role probably filled by the lead student or mentor (whoever is not the head organizer). In FRC terminology, this is the head judge. They direct the other reviewers and have the final say on the awards given.

General Assistant While a dedicated assistant is not entirely necessary having a person devoted to assisting the head organizer and head reviewer will be greatly appreciated by both. They essentially function as a handyman, doing whatever is needed.

Reviewers Having reviewers is key to the event and again, it is heavily suggested to involve team members and/or members of the community. No special background is required and the small amount of training needed is given on site, the morning of the event.

3.7 Materials Needed

Depending on the specifics of your event and your needs this might not be a comprehensive list of the materials needed for your event, however it should serve as a good starting list:

- Clipboards
- Lots of pencils and pens
- Trophies (and associated awards materials)
- Camera
- Microphone
- Tape
- Sharpies
- Scrap paper
- Reviewer's packets
- Multiple copies of any paperwork and forms
- Caution tape

4 Expo Schedule Outline

As the enter each team should register at the registration table and then be shown to their table. Each table should have a sign with the team's number. That table is the team's home base.

While teams are entering and registering the head reviewer can holding their 'Reviewer's Meeting' with all the reviewers. This is when reviewers can be given guidance on how to review, paired off into teams and given their copy of a Reviewer's Packet.

Once all the teams have checked in and the reviewers have been debriefed it's time to have Opening Ceremonies. This can be as big or as small as you decide, keeping in mind that the main purpose is to welcome everyone to the event and give everyone a brief outline of the day's events and logistics.

Immediately after the Opening Ceremonies is the Reviewing Session. Each team should be reviewed about three to four times within this hour and a half period, as organized on the Reviewer's Schedule. Barring medical emergencies, no parents or coaches should be allowed in the Pits during the Reviewing Session. This is the kids time to shine. This can be tricky in enforce, which is why we suggest using caution tape and allowing the Head Organizer to handle any problems.

Once the Reviewing Session is over the Reviewers should go to the Reviewer's Room to begin deliberation. During this time the JrFLL teams and their parents have free time to take pictures and explore the FLL area (and see an FTC, FRC or Vex demonstration if there is one).

Once the reviewer's have finished their deliberations its time to gather everyone together for the 'High Five Award Ceremony'. The idea is that every team, in term is called up for their award. Personally we like to have fun with some bad puns, with some examples given in the Appendix. The 'High Five' part is that when a team comes up to accept their award each reviewer high fives the team members. We suggest letting the students accept the award without their coaches or parents.

The award ceremony is the conclusion of the JrFLL expo. Congratulations!

5 Appendix

5.1 Sample Award Read-outs

Imagery Award The attention to detail and their creativity makes these “dudes” perfect for the Imagery Award.

Complexity and Design Award These Romans designed their way to a better future. The Complexity and Design award goes to team XXXX.

Discovery Award These top of the line builders took great strides to learn more about their project. Please congratulate team XXXX for the discovery award.

Solid as a Rock Design Award This team soared to new heights through the construction of their model. The winner of the Solid as a Rock Design Award goes to team XXXX.

Creativity Award This team put their minds to the task of illuminating their creativity. The Creativity Award goes to team XXXX.

Reviewer's Award This team's model zapped or reviewers minds. The Reviewer's Award goes to team XXXX.

Teamwork Award This team learned to live together and above all lego together. The Teamwork Award goes to XXXX.

Spirit Award This team used their costumes to show their Mad spirit. The Spirit Award goes to team XXXX.

Reviewer's Award This team buzzed their way to success. The Reviewer's Award goes to team XXXX.

Movement Award This crafty team blew everyone away with their amazing mooring machine. The Movement Award goes to team XXXX.

Innovation Award These brilliant little engineers used all their knowledge to create something special and exciting. The Innovation Award go to team XXXX.

Poster Award This team stormed the scene with their innovative and green poster. The Poster Award goes to team XXXX.

Imagery Award This team blasted off into the stars to create their cosmic model. The Imagery Award goes to team XXXX.

Outreach Award This small but mighty team strives to create heroes out of every civilian. The Outreach Award goes to team XXXX.

Jr.FLL TEAMS

TOURNAMENT # _____

TEAM # _____

COACHES NAMES: (YOU MUST PRINT)

NUMBER OF TEAM MEMBERS TODAY: _____

NAME OF TEAM MEMBERS: (YOU MUST PRINT)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**APPROXIMATE TOTAL NUMBER OF PEOPLE YOU EXPECT TO
ATTEND FOR ALL OR ANY PART OF TODAY'S EVENT INCLUDING
ALL TEAM MEMBERS, COACHES AND GUESTS (Parents, Siblings,
Friends, etc.):** _____

1	2	3	4	5	6	7	8	9	10
A		B		C		D		E	
	A		B		C		D		E
E		A		B		C		D	
	D		E		A		B		C



Group 1

1	2	3	4	5	6	7	8	9	10
A		B		C		D		E	
	A		B		C		D		E
D		E		A		B		C	
	E		A		B		C		D

Group 2

11	12	13	14	15	16	17	18	19
F		G		H		I		J
	F		G		H		I	
I		J		F		G		H
	J		F		G		H	

Reviewers split into 2 groups. 5 reviewers each. Reviewers I and J only review 3 teams.

A _____

B _____

C _____

D _____

E _____

F _____

G _____

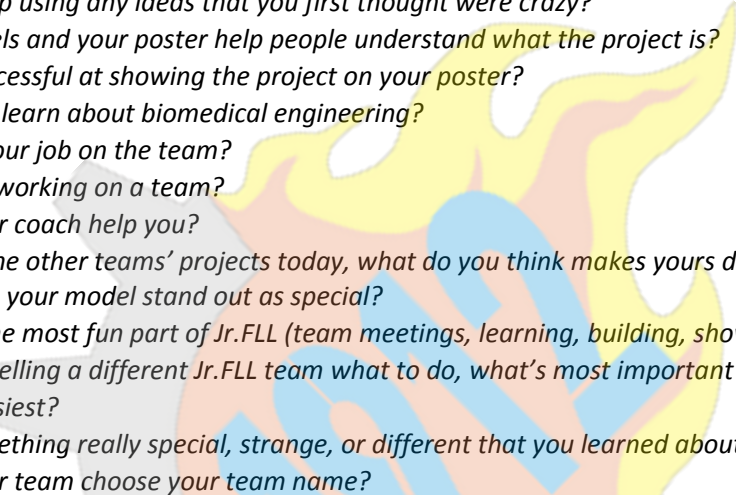
H _____

I _____

J _____

Sample Reviewer Questions

The following is a list of suggested questions to ask teams. You can add and subtract from this list as you like. Please make sure to ask **age appropriate** questions and to ask a few questions directly to individual team members. Some children may be quieter than others and it is important to hear from everyone.

1. How did you decide what your models would be?
 2. How does your model reflect your project?
 3. How did you decide what to show on your poster?
 4. What did you do to make sure the model stays together?
 5. Why did you build this model?
 6. Did you end up using any ideas that you first thought were crazy?
 7. Do your models and your poster help people understand what the project is?
 8. Were you successful at showing the project on your poster?
 9. What did you learn about biomedical engineering?
 10. What was your job on the team?
 11. Did you like working on a team?
 12. How did your coach help you?
 13. As you see the other teams' projects today, what do you think makes yours different?
 14. What makes your model stand out as special?
 15. What was the most fun part of Jr.FLL (team meetings, learning, building, showing the project, etc.?)
 16. If you were telling a different Jr.FLL team what to do, what's most important?
 17. Hardest? Easiest?
 18. What is something really special, strange, or different that you learned about the topic?
 19. How did your team choose your team name?
- 

Team Name: _____ **Team #:** _____

Category	Score	Reason
Teamwork		
Model		
Poster		
Research + Outreach		

Additional Comments:

Award Most Considered For: _____

Team Name: _____ **Team #:** _____

Category	Score	Reason
Teamwork		
Model		
Poster		
Research + Outreach		

Additional Comments:

Award Most Considered For: _____

Louisiana Regional *FIRST* LEGO League Championship Tournament Saturday December 6, 2014

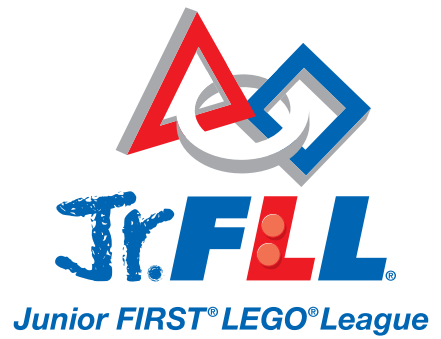
Schedule

- 7:45 am Volunteers, Judges and Referees arrive
- 8:00 am Registration
Pit table assignments, and open practice
- 8:30-9:00 am JrFLL Registration & Setup
- 8:30 am Meeting for all team coaches ← Important**
NOTE: if your team has a judging session at 9:00 or 9:15,
make sure there is someone to get the team to the session.
- 8:40 am FLL Judges Go to judging rooms
- Judge's Assistants Go to judging areas and assist the judges
- Referees go to Challenge tables
- 8:45 am JrFLL Reviewer Meeting
- 9:00 am – 12:30 am Judging**
- 9:00 – 10:30 am Practice Rounds on Match Tables – sign up sheet at tables
- 9:15 – 10:30 am JrFLL Project Review
- 10:45 am Opening Ceremony (includes JrFLL)**
- Referees go to Challenge tables
- 11:15 – 12:10 Challenge Matches – Rounds 1 & 2 Matches 1 – 7**
- 11:30 am JrFLL Awards Ceremonies**
- 1:00-2:00 pm Challenge Matches – Rounds 1 & 2 Matches 8 - 15**
- 2:30-3:30 pm Challenge Matches – Round 3 Matches 1 - 15**
- 2:30 pm Judges Go to judging room to begin award deliberations.**
- 4:30 pm Awards Ceremony**

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