• ISU is in the process of double checking regional registration lists to ensure that: the FIRST team number for each entry is correct; each team is officially registered with FIRST for the 2013 season; and the coach name/e-mail address is correct for each entry
  o Watch your e-mail for your regional list to arrive today/tomorrow
• ISU will send an e-mail to all registered teams per regional to virtually introduce the regional organizer (RO) and confirm their regional location; the RO will be Cc:
• ISU FLL will send an e-mail to the new ROs with a template of ‘starter info’ to provide to teams
• Camille is processing sponsoring allocations this week - # actual teams/regional X $50.00
• RO Question: What about insurance?
  o ISU is self-insured, if the event venue needs a letter from ISU stating this information, e-mail fll@iastate.edu and we can work with ISU Risk Management to provide you with this information. No RO/ISU FLL has had to purchase additional insurance in the past.
• ISU FLL has received several coach e-mails inquiring about regional advancement to the state championship.
  o Slightly concerning because the goal/mission of FIRST (FLL) is not to focus on ‘winning’
  o Change for 2013 – to be more in line with FIRST advancement standards, the overall teams will advance to the state championship, not just award winners. This is a shift because some teams try to advance by focusing only one award category.
  o ISU FLL will message this information to teams soon; this hasn’t been done yet because it’s important to promote the overall FLL experience
• ISU FLL will try to drop ship as many materials to ROs before the event as possible to alleviate ISU having to haul as much stuff to events and ROs having to wait until the night before to receive items
  o Medals/trophies – shipped from Crown Trophy
  o Caution tape – shipped from Office Max – this works well for ‘taping’ off event spaces where public/teams should not be. ISU FLL uses this for the state championship and, in visiting a new site, determined that it may be beneficial for ROs as well.
  o ISU CoE spider stand banner – shipping to returning ROs for use at promotional events and FLL regional event
• Shift from the past – ISU FLL will provide each RO with several materials to remain on site with the regional kit – i.e., stop watches, ref vests, clip boards, etc. The expectation is that these materials will be kept with the regional event’s FLL materials and be used from year-to-year. This will alleviate ISU FLL packing and transporting materials each year; want to streamline this process.
  o Watch your e-mail for a questionnaire – what supplies you need from ISU FLL
  o ISU FLL will note on the questionnaire which supplies the RO will store and those that ISU FLL will take back and store
• Jr.FLL – if you haven’t completed the Jr.FLL Expo Input Form, please do so ASAP. We hope to have information to Jr.FLL teams by tomorrow.
  o RO Question: Will ROs need to provide a medal/certificate to the Jr.FLL teams or will this be provided by ISU FLL?
    ▪ ISU FLL will provide a certificate template
    ▪ ROs can choose to distribute a Certificate of Excellence to each team for difference categories, but there is not one category of excellence that is more excellent than another, they are all equal.
    ▪ ROs can provide medals, if they choose, but it is not required. If an RO chooses to provide medals, it is the RO’s responsibility to order the medals and pay for these items from the sponsorship allocation.
• FLL documents will be provided on a thumb (USB) drive, mailed to the RO – with the switch in sites, there isn’t enough time to set up a secure site
• Volunteer Screening – ISU FLL will send a volunteer screening template
  o All volunteers are required to be checked against the National Sex Offender Registry
  o ROs should complete the template before the event and return the information to fll@iastate.edu to forward to ISU Risk Management
- Volunteers should not be alone with children and as event hosts, we are not ‘taking responsibility’ for the children so no further screening is required
- If a RO doesn’t have the means to check the volunteers, e-mail all volunteer names to flt@iastate.edu and we will run the checks for you, but this required to be completed before the event
- If a volunteer comes back with information in his/her background, he/she may not serve as a volunteer
- Camille e-mailed judging materials last week
- **RO Question:** Can a jig be made out of something other than LEGO’s this year?
  - No, it needs to be all LEGO’s
- If you think of other things or have questions, let us know