Henry M. Jackson High School Robotics
FRC Team 2910: Jack in the Bot

Team Handbook

2026-2027

Handbook is valid from October 2026 through September 2027 or until superseded by a change notice. Revisions will be announced to all team members at the time of adoption.

2910
JACK IN THE BOT

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Welcome to Team 2910!

Team 2910: Jack in the Bot is a *FIRST*® Robotics Competition team at Henry M. Jackson High School in Mill Creek, Washington. Since our founding in 2008, Team 2910 has been known for our bright colors, jester hats, spirit, and boundless enthusiasm. Over the years, we have experienced consistent growth, capped by a breakout onto the competitive scene in 2018. Our team of energetic, dedicated students, and industry-experienced mentors are excited to continue our growth in the upcoming seasons.

You can learn more about our competition history at http://frcteam2910.org/competition-history/.

Whether we are on the field or in the stands, Team 2910 knows and shows that *FIRST* Robotics is contagiously fun, and we love to spread that fun wherever we go. We welcome you to FRC Team 2910: Jack in the Bot and to *FIRST* Robotics—we are looking forward to sharing the fun with you!

2026-2027 Student Officers

Jhanvi Mistry (Media and Marketing Officer), Rudransh Bhattacharya (Logistics Officer), Bemnet Tegenne (PR Officer), Bhavyaa Jariwala (Team Administrator), Evie Reid (Engineering Officer), Anwitha Gampa (Manufacturing Officer)



Robotics and Illness

Team 2910 will adhere to the most stringent policy regarding illness required by Everett Public Schools, *FIRST*, *FIRST* Washington, or any event site hosts. We ask that team members and families please be understanding about any changes we need to make as circumstances require.

To minimize spread of illness within the team, we ask that no student, parent, or mentor attend any team meeting or event while ill. Students will always be excused from meetings due to illness.

Students: For transparency, please email a parent, Coach Steve Kaneb, *and* one assistant coach to be excused.

Parents: Please email Coach Kaneb *and* one assistant coach to excuse your student.

If at any time a student or family is concerned about personal safety or the wellbeing of your household as relates to robotics team participation, we encourage you to contact Coach Kaneb to discuss your concerns.

Head Coach	Steve Kaneb: SKaneb@everettsd.org
Assistant Coaches:	Athina Ebert: AEbert@everettsd.org Patrick Woolfenden: hockeywoolf19@hotmail.com Jonathan Zimmerman: JZimmerman@everettsd.org

1. About *FIRST*®

The *FIRST*® organization (**F**or **I**nspiration and **R**ecognition of **S**cience and **T**echnology) was founded in 1989 by inventor and entrepreneur, Dean Kamen. Since its inception, *FIRST* has risen to become the leading nonprofit STEM-engagement program for youth worldwide, not only inspiring young people's interest in STEM-related careers but also instilling them with essential workplace skills. With its four youth programs spanning PreK to grade 12, *FIRST* has engaged 4 million young people since its founding in 1989. In 2024-2025, *FIRST* participants attended 5400 official events in 114 countries, and volunteers and educators served 39 million hours during the 2024-2025 season.

While robots are a big part of its programs, *FIRST* is much more than that. *FIRST* encourages a philosophy known as "Gracious Professionalism®", promoting hard work, respect, and the value of others. A second philosophy of *FIRST*, "Coopertition®", encourages not only respect and kindness towards opponents, but also cooperation and assistance in the face of fierce competition. Through these values, students who participate in *FIRST* learn skills and values essential to any workplace. For more information, visit https://www.firstinspires.org/

About FRC

FRC, or ***F****IRST* **R**obotics **C**ompetition, is *FIRST*'s original robotics program. Teams in 35 countries comprising 93,000+ students participated during the 2024-2025 game season. With a new game each year, FRC challenges team members to plan, design, and construct a robot that will compete on the game field in alliance with other teams. Designed to provide a rigorous engineering challenge to high school students as well as teach leadership, collaboration, project management, and other real-world skills, the FRC program is "much more than robots."

College and Career Opportunities

FIRST programs help young people learn to work together, manage project time and budgets, cooperate, and bring out the best in one another. Many job-seeking or college-bound team members have found that having *FIRST* participation on their applications can be a real boost.

Each year, the *FIRST* Scholarship Program makes continuing education more accessible by offering **millions of dollars in college scholarships** from nearly 200 providers and institutions. Learn more at https://www.firstinspires.org/scholarships.

In the workforce, many *FIRST* alumni discover a network of other alumni and mentors that can lead to exciting opportunities. Stay connected with other *FIRST* alumni at https://www.firstinspires.org/alumni.

2. Our Mission, Vision & Values

Our Mission

Inspire through excellence and engage through interesting fun stuff.

Our Vision

Build better people, leaders, and community members.

Our Core Values

FRC Team 2910: Jack in the Bot embraces our core values in all that we do. We are successful only if we maintain our core values while rising to the challenges we set for ourselves.

Camaraderie:

We foster friendship and trust, building esteem in ourselves and our teammates, embracing both hard work and fun.

Communication:

We are transparent and intentional in our exchanges, assuming positive intent.

Discovery:

We nurture curiosity and passion as we explore a variety of technical and non-technical skills, innovating and encouraging ourselves and each other.

Integrity:

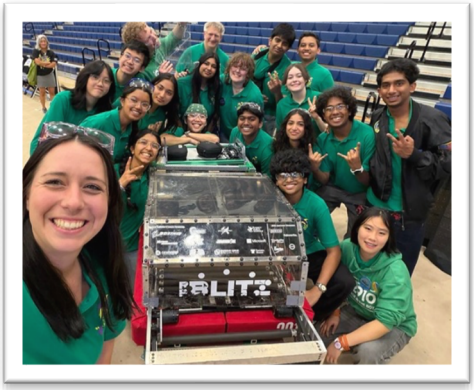
We act with kindness, fairness, and decency, living into the *FIRST* ethos of Gracious Professionalism.

Quality:

We hold ourselves and each other to the highest standard in our pursuit of excellence, always seeking to do our best.

Respect:

We recognize and uphold the dignity of others, striving to include and affirm.



A Word About Team Founder, Maggie Thorleifson



Team 2910 has grown to its current state in large part due to the relentless energy of our coach emeritus, Margaret Thorleifson, affectionately referred to as Mrs. T.

Mrs. T was a founding coach of Team 2910: Jack in the Bot. For over a decade, she dedicated thousands of hours to our team and the FRC community. Exceptionally generous in her gifts of time and resources, she frequently remained on campus on weeknights to oversee meetings, working well over 70 hours in a week. She was at every event with a bag full of snacks, ready to lend a hand.

In the early days of Team 2910, the team built our robots in the hallways. Materials were hard to come by. Robot performance was at times shaky, but the team won rookie and spirit awards, striving to improve each season. Mrs. T saw that passion for learning and growth in others and matched it with her own passion for teaching and mentoring.

Now we have a dedicated workspace and robust, district-wide support not just for FRC, but for the FTC and FLL programs as well. The implementation of these STEM programs district wide is in large part due to the advocacy of Mrs. T touting the importance of *FIRST* and the influence of this mentor-led program.

Even after her retirement in 2021, the “power” of Mrs. T is still with us, her profound respect for others is integral to the soul of this team. She would frequently lose her voice cheering for Team 2910 *and all other teams,* chanting “We are proud of you…”. Even now she follows our matches, cheering from home, and occasionally in person. With her intentional leadership, Team 2910 has become a well-regarded, graciously professional team within the FRC community. It is a reputation we endeavor to maintain.

As a member of Team 2910 at any level, from supporting adults to new students, we ask that you honor Mrs. T's legacy by being a positive supporter of the team in all you do.

3. Team Organization

Team Coaches

Team 2910 coaches are Everett Public Schools staff members who oversee our meetings, manage logistics, and ensure that the team as a whole and individually is meeting the requirements of EPS, Jackson High School, *FIRST* and *FIRST* Washington. For the 2026-2027 season the team's head coach is Steve Kaneb, supported by assistant coaches Athina Ebert, Patrick Woolfenden, and Jonathan Zimmerman.

Mentors

Team 2910 has a well-rounded group of mentors who are professionals in the fields of mechanical, electrical, and aerospace engineering, manufacturing and fabrication, computer-aided design (CAD), computer programming, business, and visual communication. With our team coaches, our mentors teach, guide, and lead alongside the students. Our coaches and core mentors, along with student officers, compose the Jack in the Bot leadership team. To learn more about mentoring, see section 14.

Student Officers

Our student officer roles are:

- Team Administrator
- Engineering Officer
- Manufacturing Officer
- Logistics Officer
- Media/Marketing Officer
- Public Relations Officer

Along with the mentors and coaches, our student officers compose our Team Administration. Students interested in officer positions apply in the spring and go through a presentation and interview process with coaches and mentors. Student officers meet weekly with coaches and mentors to plan team meetings and events, address issues or improvements, and discuss other relevant topics. These roles are not mutually exclusive from sub-team leadership positions. For current leadership roster, go to http://frcteam2910.org/leadership/.



Sub-teams

There are seven sub-teams within our team:

- Mechanical 1 (intro to Fab & CAD)
- Robot Design (CAD)
- Fabrication
- Programming 1 (intro)
- Programming 2 (advanced)
- Media and Marketing
- Scouting and Strategy

Students are assigned to sub-teams based primarily upon interest with some consideration for experience. A student may participate on more than one sub-team depending on the intensity of a sub-team.

Sub-team leads

In addition to our Team Administration, sub-team leads compose our Leadership Group.

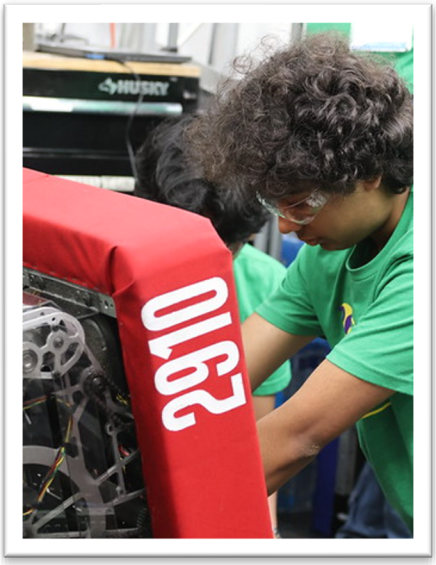
Mentors may have oversight of multiple sub-teams, so delegation to and by sub-team leads ensures a more efficient workload distribution. Sub-team leads are returning students appointed by coaches and mentors based on dedication, knowledge, and experience. The timing and term of these appointments are up to the coaches' and mentors' discretion to allow maximum flexibility for changing team needs and personnel.

Depending upon size, sub-teams may be further divided and may have more than one lead. Sub-team leads coordinate the activities of and more personally mentor their sub-team members.

To accomplish these duties, sub-team leads may be asked to be available more frequently during build season than other students on the team.

Sub-team lead responsibilities

- Routine leadership meetings during school year
- Update Administrative team on resource requirements and other issues that their sub-team is facing
- Maintain agenda with action items ready for the start of each work session
- Ensure sub-team work is within team values, standards, and practices
- Available for most build and competition meetings



Technical Experts

While not necessarily a part of formal team leadership, students who have been recognized for their skill on their sub-team may be designated as "technical experts". These students may be asked to take on more complex tasks within their sub-team or to peer-mentor students.

4. Team Communication

Student Communication

Our team's primary form of communication is the productivity app, Slack. All members are asked to check Slack daily for important announcements and updates throughout the ***entire*** calendar year. We strongly recommend downloading the Slack app on your mobile device if possible. Slack may also be accessed through a web browser on a non-school device.

When using Slack, please keep communication professional and relevant. Do not swear, spam or exhibit social bias in messages. Pay attention to the topic-specific channels and post within the correct channel. Posts may be redirected to another channel if a thread wanders off-topic. To avoid "clutter", do not upload irrelevant files and images to Slack.

Students on Team 2910 must provide their own cell phone number and email for the team contact list for additional communication as needed. This information will be kept strictly within the team.

Team information, including our sponsors, resources, and team calendar can be found at http://frcteam2910.org/. Feel free to share any questions or concerns you may have by talking to a mentor or student officer or emailing info@frcteam2910.org.

NOTE: The team's Slack workspace is limited to current students, alumni in good standing (to age 21) and district-approved adults, such as coaches, mentors, and key Booster members.

Family Communication

To ensure families receive timely communication about events, we require that the team has the name, cell phone number, and email address of at least one parent/guardian for each student. Important team announcements will be sent directly to families from Coach Kaneb or another team representative via email. In rare cases, a parent/guardian may receive a phone call from a coach about a particular situation.

Additionally, our team typically holds family information meetings shortly after the beginning of the school year and before certain competitions. To ensure every family receives the important information at these meetings, we require each family to send a representative, ideally a parent/guardian, grandparent, etc., to these meetings. We intend to hold these family information meetings in-person unless circumstances require that we shift to an online format via Zoom.

An e-newsletter periodically published by the JHS Robotics Boosters provides more routine communication. The newsletter contains important information about upcoming event schedules and costs, fundraisers, and family participation opportunities. Parents/guardians will be automatically added to the Boosters' email subscription list to receive these newsletters. Please "whitelist" news@jhsroboticssboosters.org to be sure these don't drop into your spam folder.

Find us on

We also maintain a Facebook parent group. We recommend you join the group to get the latest information: facebook.com/groups/Team2910Parents/

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5. Family Obligations

Fees and Dues

While the majority of Team 2910's annual budget comes from sponsors and grants, the team relies on families to pay for certain student expenses. Students must make required payments by the posted date for each item. *Late payments cannot be accepted.*

Jackson ASB Fee: $45

Jackson High School policy requires that all members of an affiliated team or club have a valid ASB membership. The ASB membership fee is payable to the Jackson ASB office or through EPS Payments Online at https://wa-everett.intouchreceipting.com.

Booster Dues: $275 or $245*

Booster dues allow the Boosters to support the activities outlined in section 16, and also cover the purchase of team uniform shirts.

Each year our team members have three shirts to wear, two seasonal t-shirts and a polo shirt. The polo shirt remains the same year to year, so returning students only need to purchase a new one if an old one no longer fits or is not in good condition.

- Two t-shirts plus polo shirt: **$275** (all new members and any returning members who need a new polo). *New students must purchase all three shirts.*
- Two t-shirts only: **$245** (team members who do not need a new polo)
- Extra shirts may be purchased separately for family members, trading, or to have extra for longer events.

Please visit the Boosters online payment program, Cheddar Up, at https://jhs-robotics-boosters-2026-27-team-dues-copy-35258.cheddarup.com/ to make your payment by the posted date. For your convenience, transaction fees are waived by the Boosters for dues payments.

***NOTE**: For the 2027 season, if fundraising does not fully cover our seasonal event registration costs (approximately $20,000), an additional assessment of approximately $250 per student may be requested in January. We will keep families informed as the season progresses.

Travel Expenses

The largest expense that team families typically incur is for travel to competition.

Travel for season events starts in early March and runs through April. Except for certain competition team roles (Section 10) attendance is not required at any of these events. We ask that students and/or families communicate well in advance if student will not be attending — at least 1 week for local district events, and as outlined in team travel paperwork for overnight events (except in case of family emergency or illness).

These projections are based on current best estimates of future costs. We can reasonably project the below expenses for students who are eligible to travel with the team (section 8) and recommend budgeting accordingly:

- Local District Competitions (1-2 per year): $30 (snacks/incidentals)
- Overnight District Competition (0-1 per year): $400
- PNW District Championship in Cheney, WA: $800
- World Championship in Houston, TX: ~$1800

NOTE: The estimates above are approximate, and do not include costs for meals not covered by Booster's annual dues. They are based on historical and projected costs. Actual costs will be different.

Payments to cover trip expenses may be requested as separate payments, one to the school district via the ASB office and one to the Boosters. Coach Kaneb will always communicate costs & payment procedures following district policy.

Financial Assistance

Team 2910 recognizes that team expenses may represent a hardship for some families. We never want financial constraints to limit a student's ability to participate.

Additionally, Washington state law requires the team offer financial support for any travel eligible student in financial need to attend official in-season events. Access to this financial support is not solely tied to Free & Reduced Lunch Eligibility.

If your student requires financial assistance, please contact Coach Kaneb to discuss your situation.

Required Family Support & Volunteering

Our mentors and coaches donate thousands of hours annually. To support the team in other ways, we require the help of our team families. ***We expect that every team family complete at least three of the following activities throughout the year, and more is always encouraged!***

Family Participation Activity	Mix and match a minimum of three of the bulleted items in this entire column
Booster Board Officer, Board At-Large Member or Committee Chair (September-August)	• Attend meetings regularly and complete duties of position as required
Support Team 2910 Hosted Events at JHS (September-December)	• Donate 3-5 concession stand/hospitality line items to support sales • Volunteer for one shift at concession stand or hospitality suite • Prepare and/or serve food in hospitality suite
Support Kickoff Saturday (January)	• Donate 3-5 Kickoff breakfast line items • Flip pancakes Kickoff morning • Help with pizza lunch Kickoff day
Build Season (January-February)	• Provide a build season Saturday lunch for the team (may partner with another family) • Provide materials or volunteer to help with construction of practice field elements
Competition Events (March-April)	• Help to prepare and/or serve a meal at a competition
End of Year Celebration (May)	• Event set up, gift purchase and wrapping, catering, serving, clean up
…and other opportunities	Please respond to the call for help when asked

Many local employers such as Boeing, Microsoft, T-Mobile, Google, and others will increase the impact of your volunteer time with a cash grant to the team or the Boosters. ***If you are volunteering your time, please check with your employer to see if they offer an hour-match or similar program.***

6. Team Member Applications

Team 2910 limits our team size to ensure that students have an optimal experience. For that reason, we have an application process for both returning and new students.

Team size is only one consideration—the team also aims to select members with a variety of skills and across grades to facilitate continuity as seniors graduate and new members join.

Returning Applicants

A returning applicant is a student who finished the immediately prior season *in good standing*. Interested students must complete a returning team member application form by the posted deadline. Those who have satisfactorily completed the application may also participate in a panel interview with team coaches and mentors.

Missed deadlines for applications and/or interviews can result in forfeiture of a team position.

Returning applicants who are not accepted for the season will be removed from the team's Slack workspace and any other online resources such as Google, GitHub, Onshape etc.

NOTE: Students who have been accepted into an officer position for a season do not need to complete the returning team member application process for that season. If a team member applied to be an officer but was not offered a position, they must still complete the returning student application. The interview may be waived for these students at coaches' discretion.

New Applicants

Note: We can only accept applications from students enrolled at JHS. For grades 9-10, no experience is required. For grades 11-12, previous FRC experience is **strongly** preferred.

Following a parent and student information presentation at the start of the school year, prospective and returning students attend training and team-building meetings Mondays and Thursdays throughout September and a portion of October. Then all interested students (new and returning) will complete an application. Coaches and mentors will consider participation in meetings, assignments, and team needs as well as the applications and any follow-up questions when determining the final roster invitations.

Students rostered for previous seasons who did not finish the year in good standing will be considered new applicants.

Missing the posted application deadline may remove the applicant from consideration for the team for the current academic year at coaches' discretion.

Accepting a Position Offer

All students and their parent/guardian must review the Team 2910 Handbook and sign the Team 2910 Student Contract to accept the position. If a student fails to return a completed Student Contract by the posted date, they forfeit the position. Incomplete or unsigned contracts will not be accepted. *Team 2910 reserves the right to confirm with the parent/guardian named on the contract.*

7. Student Meeting Attendance

Attendance policy

Team 2910 strives to begin the build season with a group of committed team members who are ready to contribute. For that reason, attendance and qualitative student participation are tracked at every meeting.

All team members are expected to attend a high percentage of all general meetings and their assigned sub-team meetings during the fall off-season and build season. Students will be divided into sub-teams based on interest, availability, and skill set.

Team expectations are that students arrive *15 minutes prior to the start of the meeting* to check into the attendance system and be ready to begin at the meeting start time, i.e., if a meeting is scheduled for 18:00, arrive no later than 17:45 to log in and find your seat.

Students must log themselves into the attendance system to be counted. Participation is tracked by coaches and leadership.

Excused and Unexcused Absences

Absences will be ***excused*** in the case of:

- Illness
- Pre-arranged family travel or obligations communicated to coaching staff with at least 48 hours notice
- Holidays for sincerely held religious beliefs
- Absences due to performances required for a grade (e.g. band, choir, orchestra)
- At coach's discretion for absences not explicitly covered above

Absences are ***unexcused*** in the case of:

- Working on homework or other projects in lieu of attending assigned meetings
- Family travel or obligations without timely communication to coaching staff
- Other situations not explicitly covered above at coach's discretion

Fall Off-Season Attendance Policy

Typical student commitment for the fall season is 2 evenings per week for about 6 hours total. Student leadership will attend additional meetings. From October through the winter break, we expect our student members to attend *80% of the scheduled general team meetings plus 80% of their assigned sub-team meetings.* Any pattern of absences will be reviewed at coach's discretion, and disengagement could be a reason for removal from the team.

Note: Off-season and build season attendance are tracked separately, not as a total. Meeting the off-season attendance requirement does not carry into the build season.

Build Season Attendance Policy

After Kickoff in early January, our schedule becomes more demanding, and we require student engagement to reflect the change of pace. From official kickoff through our first competition, the team works on Monday through Thursday evenings plus full Saturdays for a total of about 20 hours/week. *We require all students to attend 80% of assigned days of the build season, minus any officially canceled meetings*. Any pattern of absences will be reviewed at coach's discretion, and disengagement could be a reason for removal from the team.

A typical student will be attending 2-4 meetings per week, or about 6-12 hours. Student leaders (officers, sub-team leads) will be on campus more. There may be additional hours at coaches' discretion.

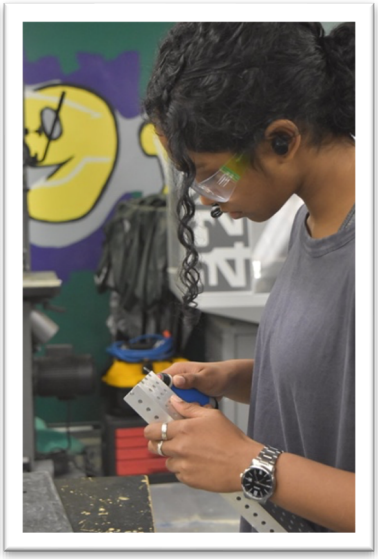
Attendance and participation are cumulative throughout the whole build season.

Team members are expected to be focused and reasonably productive at meetings. Students exhibiting unproductive, unsafe, or distracting behavior will be marked as unproductive. If unwanted behavior continues and/or poses a safety risk, student(s) will be asked to leave the meeting and will then be marked absent. Habitual lack of productivity can result in removal from the team.

If a meeting is canceled no one is counted as absent or unproductive.

Fall off-season meetings

The goal of our fall meetings (September through December) is to build a committed team with the skills necessary to make reasonable contributions at the beginning of the build season.



General Team Meetings

During the fall, general team meetings are scheduled every Monday and Thursday at 18:00, in the JHS library and/or classrooms and the shop as needed. Attendance and participation are tracked.

Sub-team Meetings

In addition to the general meetings, students are required to attend meetings on an area of focus, such as fabrication/mechanical, robot design (CAD), programming, scouting/strategy, or media/marketing. Attendance and participation are tracked. Schedule will be announced.

Kickoff & build season meetings

2027 Kickoff Day - January 9th

Attending Kickoff in person is mandatory! Emergency situations or illness will be considered—contact Coach Kaneb as soon as possible. We will watch the game reveal, read the game manual and take a related test, then begin a discussion of game strategy and robot design.

Build season meetings

January through end of February build season meetings are Monday-Thursday, 18:00-21:00, and Saturday, 09:00-16:00. Depending on team size and other factors, students may be asked to attend only specific meetings. Attendance and participation will be tracked. If meetings are canceled, students will be notified via Slack. Additional sessions may be scheduled as required.

Competition season meetings

Meetings in preparation for and between competitions may have a less regular schedule, dependent on sub-team/competition role. Determination for needed participants will be made based on lessons learned from competitions and scope of projects.

Meetings to work on the robot or other projects, as well as practice field sessions (where drive team and autonomous routines get practice, development, and repetitions), will be announced. These meetings are often scheduled at the last minute and limited in attendance, so it is important that students check Slack daily for details.

Spring & summer off-season



From late April through August, regular team leadership meetings continue through the end of the school year.

In the spring, we organize the annual end of year celebration dinner, select new student officers, start the team member application process, and plan events and projects for the summer and into the fall.

Over the summer break, student officers may be asked to attend leadership meetings, and there may be opportunities for all students to participate in outreach events, community events, or optional training sessions or team meetings. Students should continue to check Slack routinely for announcements regarding off-season activities.

8. Team Eligibility for 2026-2027

NOTE: Deadlines for all requirements will be published and available on the team calendar and/or Slack and announced at meetings when possible. Please refer to these announcements frequently as late or incomplete forms and payments cannot be accepted and may result in ineligibility or dismissal from the team.

Students who are removed from the team for any reason or who voluntarily withdraw will be removed from Slack and any other relevant online resources such as Google Workspace, GitHub, Onshape, etc.

Team Membership Requirements

Students must meet **all** these criteria to be ***in good standing*** on the membership roster, therefore allowed to participate in any team meetings and/or events, including competitions. Failure to meet these requirements may result in suspension or removal from the team at coaches' discretion.

To be considered ***in good standing*** a team student must have:

- ☐ Returned a signed 2026-2027 Student Contract (at the end of this handbook) to Coach Kaneb by the posted deadline
- ☐ Met all requirements outlined in the Student Contract
- ☐ Met attendance requirements
- ☐ Provided proof of payment for Jackson High School's ASB membership.
- ☐ Registered with *FIRST* through their online system. *Paper forms cannot be provided*.
- ☐ Had a parent/guardian complete the *FIRST* parent/guardian online Consent and Release Form. *Paper forms cannot be provided*
- ☐ Had an adult family member attend (preferred) and/or have personally attended the team's fall commitment night meeting.
- ☐ Paid Booster dues by the posted deadline
- ☐ Passed required team certifications--including, but not limited to, the machine shop safety quiz and game rules test--by the posted deadline
- ☐ Participated in letter-writing campaign to engage new and previous sponsors. Both crafting the letters and distributing to businesses required.
- ☐ Supported the team in hosting the PNW Block Party FRC off-season event (waived for first year team members for 2026-2027).
- ☐ Volunteered at one PNW district FLL event. Proof of participation is required. Submit proof per instructions.
- ☐ Supported the team-hosted FTC event (at JHS) or another PNW FTC event if not able to attend at JHS.
- ☐ Attended the FRC season kickoff event in January.

Travel Roster & Event Eligibility

If Team 2910 has more students on the team than we can transport and chaperone to events, not all students may be able to travel even if they meet the other eligibility requirements. Prior to each event, Team 2910 coaches will determine a list of students who will be on the travel roster to a given event.

Travel Eligibility

To be eligible to attend competition events, a team student must have:

- ☐ ***Met all of the in good standing requirements above.***
- ☐ ***Must be on the Travel Roster for the event.***
- ☐ Had an adult family member attend (preferred) and/or personally attended any competition season information night meetings.
- ☐ Submitted complete field trip forms and other required documents per instructions.
- ☐ Paid for travel expenses to ASB and/or Boosters by the posted dates.
- ☐ Maintained C or better grade in each class (not cumulative)—confirmed before every competition.
- ☐ A coach will review grades before each event by the posted deadlines, typically two weeks prior. If any grade is below a C, the student may work with the subject teacher to create a grade improvement contract to be submitted along with the grade to be approved by Coach Kaneb report prior to travel. Failure to submit may result in ineligibility at the coaches' discretion.
    - Running Start students must email Coach Kaneb a list of their classes for each grading period and transcript to date showing official grades by the posted deadline.

On-roster Travel Arrangements

We expect students who are on the team's travel roster to travel to and from the event on team-arranged transportation (bus, air travel) and stay in team-arranged accommodation for the duration of the official trip. This option requires timely completion of necessary EPS paperwork and payment of any required fees/funds to ASB or Boosters.

In exceptional cases: if a student on the travel roster needs *either* to travel or stay in alternative accommodation apart from the team, the family must make *both* travel and hotel arrangements and cover the expenses for the student and themselves. Students may not travel or stay in hotels unaccompanied regardless of age—they must have a parent/guardian escort. The family is responsible for transporting the student to and from the event venue and signing them in/out with a team adult. Students traveling and staying with family may still hold team roles, including scouting, competition roles, etc. and are expected to fulfill those roles for the duration of the event (i.e., no late arrival or early departure from the location city or the venue). The family must still submit necessary EPS paperwork as student will be officially supervised by team adults at the event. Student will be asked to pay for team meals catered by the Boosters unless opted out.

Off-roster Travel

Because FRC events are open to the public, if a student is not on the official travel roster but is otherwise *in good standing* they may join Team 2910 at the event, wear the team uniform and sit with the team in the stands. However, they must make their own travel arrangements and cover their own expenses. Additionally, a parent/guardian must always chaperone them, including at the event venue, since they are not officially supervised by team adults. This option does not require completion of any EPS paperwork since the student is always supervised by a family member. Student and family may opt in and pay for Booster provided meals by the required deadline.



9. Rules and Expectations

Since our founding in the 2008-2009 school year and in the spirit of *FIRST* Robotics, Team 2910: Jack in the Bot has always strived to represent the very best of ourselves, our team, our school, our district, and our community. Team 2910 holds our team members to a ***higher academic, social, and personal standard than that outlined in the district and high school handbooks***. Our Team 2910 Code of Conduct provides some additional expectations of behavior for our students that are our ***baseline requirement***. Students should aim to *exceed* these expectations in all situations. Failure to live up to Team 2910's expectations for conduct can have real consequences for individuals and the team.

At their discretion, team coaches reserve the right to take disciplinary action up to and including barring a student from meetings or the machine shop, designating a student ineligible for events, dismissing a student from an event and/or removing a student from the team for any behavior running contrary to EPS, JHS, and/or Team 2910 expectations. If a student is dismissed from an event in progress, any resulting costs are solely the family's obligation.

If you are ever unsure about what to do, ASK a team adult!

Everett Public Schools Student Handbook: www.everettsd.org/students/student-handbook

Jackson High School Student Handbook: jacksonhs.everettsd.org/about-us/student-handbook

Team 2910 Code of Conduct

In addition to district and school expectations, FRC Team 2910: Jack in the Bot team members shall adhere to the following team code of conduct:

At all times:

- Your primary focus is to support our team. This means you are fully engaged in your assigned role to the benefit of your fellow team members.
- Follow the Personal Electronic Device (PED) Policy, detailed below.
- Represent the best of Team 2910, acting with courtesy and Gracious Professionalism everywhere: at JHS, an event venue or hotel, on social media, in online communities such as Chief Delphi, Discord, and Twitch, and elsewhere. Behavior that coaches or mentors feel reflects badly on our team, our mentors, our school, or on *FIRST* will not be tolerated and may be subject to disciplinary action at the coaches' discretion.
- To maintain a professional atmosphere, refrain from Public Displays of Affection.

Specific to events and competitions:

- Be in the stands before our drive team queues to cheer for our team.
- If volunteering, be readily available to fulfill your role or other assignments as required.
- Scouts must be in the stands two matches before your shift begins. Cheer for our team before you begin scouting.
- Do not engage with any social media at events unless specifically assigned as part of a role. Be present with your team – see Personal Electronic Device (PED) policy.
- Be on time for everything, including bed check, morning wake-up calls, and transportation.
- While traveling or at events, clothing must follow the school dress code. Wear the designated team shirt/uniform at events. Your team shirt must be visible. Hoodies, sweaters, or jackets that cover the shirt/uniform are not allowed within the venue or in the stands.
- Outside of the hotel or event venue, always move in groups of two or more students with an adult chaperone. Inform Coach Kaneb of group members, destination, return time, and cell phone number for at least one group member.
- Check in with Coach Kaneb or your assigned chaperone as required.
- Once attendance has been taken, do not leave the group unless you receive explicit permission from Coach Kaneb or your assigned chaperone.
- Demonstrate Gracious Professionalism by responding helpfully to *FIRST* officials, coaches, etc. Contact Coach Kaneb if you are unsure what to do.
- Have fun and show your team spirit by having a positive attitude, proudly wearing our uniform, and cheering for our team!

Overnight trips:

Traveling with the team is always a privilege, and that is even more true when we attend events that require an overnight stay. Team 2910 endeavors to make all our team members feel reasonably safe and comfortable while traveling. If you have any concerns, please contact Coach Kaneb.

- Team 2910 expects that students will follow all EPS/JHS rules for overnight travel as pertains to hotel rooms, room arrangements, conduct in hotels and event spaces, and while traveling.
- If students wish to gather socially or for school or team purposes prior to bed check, they may do so in a designated common space with a coach's express permission. Doors to the space must remain wide open (not ajar) during this time.
- Students must be in their assigned rooms by bed check and may not leave the room until wake-up call, except in case of emergency.
- Students must respect quiet times and lights out times designated by the hotel, by chaperones, and/or by hotel roommates.
- Students who do not comply with EPS / Team 2910 rules for overnight travel may be asked to leave the event. If a student is dismissed from an event, any resulting costs for the student's supervised return home are solely the family's obligation. This includes both in-state and out-of-state travel.

Use of Personal Electronic Devices (PEDs) at Robotics

PEDs are defined as student's laptop computers (school or personal), cell phones, tablets, smart watches, and other mobile devices.

Team 2910 expects students to be focused on the meeting or event they are attending and any related tasks. Use of PEDs is restricted during meetings and at event venues, especially while in the stands with the team.

- Limited use of a PED during a meeting or in the stands is allowable for team-related purposes, such as team communication, note taking, scouting, strategic research / analysis, media creation / editing, and, if assigned to you, team social media.
- Avoid all social media during a competition event unless assigned as part of a role.
- During meetings or official event hours, brief communication with families for check in and planning purposes is acceptable. Avoid prolonged personal communication unless cleared with a coach and in an appropriate location.
- Students may use PEDs for entertainment or personal purposes consistent with EPS and JHS policies when on official breaks, while traveling, in hotels, or similar situations. When listening to music or other audio, please be considerate and use headphones.

Violations of the Team 2910 PED policy may result in a device being temporarily retained by a team coach and/or other disciplinary measures at coaches' discretion, up to and including dismissal from a meeting or event. Repeated violations may escalate disciplinary measures up to/including suspension from meetings and/or removal from the team at coaches' discretion.

Machine Shop Rules

The equipment and tools in our machine shop can pose a considerable safety risk if not used properly. Focused and professional behavior is always expected in the machine shop. As with all team expectations, failure to comply may lead to disciplinary action up to and including dismissal from the team at the coaches' discretion.

These rules apply anywhere working machinery or robots are present.

If you are ever unsure about what to do, ASK a team adult!

Watch out for your teammates' safety and remind one another of these protocols.

- Always wear safety glasses and closed shoes.
- Keep personal belongings in the area to a minimum, place outerwear neatly out of the way in the designated area.
- Tie back hair that is longer than top of shoulders or falls in the face potentially obscuring vision.
- Tuck in or fasten loose clothing, including hoodie drawstrings. Remove or zip your jacket to keep from getting caught. Push your sleeves up above your wrists.
- Remove dangling jewelry or accessories, including scarves, earrings, necklaces, lanyards, bracelets, or similar items.
- No running or horseplay.
- Only use tools which you have been specifically trained to use and with a mentor's permission and supervision. Ask for training on unfamiliar tools or those which you have not used recently.
- Do not talk to or distract a team member while they are using tools or equipment. Wait until the team member is done with the task before talking to them. Stay behind the marked safety line on the floor for large machinery while in use.
- Be productive; the shop is not a place to hang out. Take the initiative to ask for more work or to learn a new skill.
- Clean up after you have completed a task or when you have nothing else to do.
- Before being dismissed from a meeting or after returning from a competition, team members will help to return meeting spaces and/or the shop to an orderly and organized state, ready to begin work again for the next session. We ask that families understand your student may not be released to leave until this job is completed.
- Immediately report to a mentor ANY injuries (bleeding, bruising, sprains, breaks, objects in an eye, electrical shock, etc.). If a coach is not present at that moment, notify them as soon as it is safe to do so.
- Our shop is an amazing and valuable resource; it is also a vulnerable resource. Numerous *FIRST* teams have experienced theft of shop equipment. Please refrain from discussing our shop, its location, or its capabilities with anyone outside our immediate robotics community.

10. Competition Team Roles

Representing Team 2910: Jack in the Bot at a competition is a privilege earned by our team members. General event eligibility requirements have been outlined in section 8.

There are a variety of competition team roles available to qualified students. To be considered for any of the following competition team roles, a student needs to meet additional requirements beyond general competition eligibility.

Students that do not have an assigned competition team role will support the team as scouts, strategists, strike team, and other roles, and enthusiastically cheer in the stands.

IMPORTANT: We expect our drive team and competition leads to be at every competition. Applicants must inform team leadership of any conflicts before positions are announced.

Similarly, unless restricted by event rules, competition team members are expected to be present for the entire event. Serious emergencies will be considered if they arise.

Our coaches and mentors aim to select students who best qualify for each role. All competition team members must exhibit commitment, focus, solid communication, good performance, and appropriate demeanor.

Drive team: Driver

The Driver is a returning team member selected through an application and try-out process. Open tryouts when there is not a returning driver typically occur in the summer or early off-season and may consist of, but are not limited to, a written application, hands-on practice sessions, and skill drills. Coaches and mentors confer to select the best candidate.

The Driver is expected to participate in fall off-season events to build skills. They must meet all team membership and competition eligibility requirements and commit to attending extra practices and every competition event, including load-in and load-out. They may be asked to attend after hours scouting and strategy meetings.

Drive team: Operator, Human Player and Technician ***AND*** Competition leads: Pit Captain, Safety Captain, Co-Lead Scouts/Strategists, Event Media Lead

Students generally apply for these positions toward the end of build season. Applications are reviewed by coaches and mentors. Applicants must meet all team membership and competition eligibility requirements, and must attend every competition event, including load-in and load-out, unless otherwise noted. Some may also be asked to attend after hours scouting and strategy meetings.

Other assigned competition roles

These include pit crew, field-level videographer, qualitative and quantitative scouts, alliance strategists, intra-team readiness support (“TROGDOR”), and alliance selection representatives. Roles may be assigned for individual events or for the season. Candidates must meet all team membership and competition eligibility requirements. All must attend the entire competition; some will be required to attend load-in and load out. All competition roles are selected and assigned by coaches and mentors and may be reassigned at their discretion.



11. General Calendar of Events

The team carefully considers an optimum number of students attending events to allow everyone to have a meaningful and fun experience. There is an expectation that students will meet travel eligibility requirements and accompany the team to help us function at our best. Competition attendance is considered when evaluating roster needs and decisions in future seasons.

This section outlines major FRC-related events throughout the year. Specific dates can be found on our official team calendar, http://frcteam2910.org/calendar/. Approximate event costs and information on financial assistance are outlined in section 5.

In-Season Competition Events

District Competitions

Two weekends in March within Washington; exact dates and locations to be announced in late fall.

District events are scheduled over three days: either Friday afternoon through Sunday evening or Thursday afternoon through Saturday evening. If an event is relatively local, we will travel to and from the venue each day.

PNW District Championship

April 14-17, 2027 — Portland, OR (Veteran's Memorial Stadium)

PNW District Champs is the season playoff event where top teams face off for the district champion's banner. The team earns points at district events to qualify for this competition. In past years, participation has been limited to the top 64 teams in the PNW District (Washington and Oregon). In 2027, students will miss 3-4 days of school, depending on travel.

FRC World Championship

April 28 - May 1, 2027 —Houston, TX (George R. Brown Convention Center)

The team earns points throughout the season to qualify for this amazing event in mid-April. Team qualification is officially announced at the end of the PNW District Championship. Team 2910 has traveled to the World Championship eleven times in our history, and it is an honor and privilege to join 600+ of the world's best FRC teams to celebrate, play for the title, and compete for other adjudicated awards. If we qualify, students will miss 4-5 days of school, depending on travel.

Off-Season Competitions

Off-season events in summer and fall are a chance to offer practice opportunities for our drive team and team building experiences for members.

In past seasons, these events have included:

- Chezy Champs -- September elite invitational event in San Jose, CA hosted by Team 254: The Cheesy Poofs. Participation is limited.
- PNW Block Party – Fall event hosted at Jackson High School by the team; setup and teardown participation required
- Bordie Blast -- October event hosted by Team 2412: Robototes in Bellevue.
- Girls' Generation -- October event hosted by Team 2046: Bear Metal at Tahoma High School in Maple Valley emphasizes opportunities for marginalized genders on the drive team and in other key positions.

Other Team Events

Team 2910 members are asked to participate in a variety of non-competitive events throughout the calendar year. These events offer additional opportunities to support Team 2910, our school, other *FIRST* teams and events, and community organizations. Participation can fulfill varsity letter requirements.

As the situation allows, dates will be posted on the team calendar and announced via Slack. Events may include:

- Team fundraisers
- *FIRST* FLL or FTC meetings or events
- School awareness or spirit activities
- Everett Public Schools STEM/Tech events
- Community outreach
- Machine shop clean up days
- Load-in and load-out event preparation and meetings

12. Media Policies

Proprietary Information

During the build season, team members and families may have the opportunity to view our robot in various stages of planning, design, development, and assembly. Until our official robot reveal at the end of build season, this information is considered proprietary to the team. No one involved with FRC Team 2910: Jack in the Bot shall post, share, or otherwise distribute drawings, renderings, plans, information, photographs, files, documents, videos, or other sensitive materials, whether physical or electronic, of a proprietary nature without express permission from the lead mentor and/or media mentor.

Consent

For our team to promote itself, whether it be to *FIRST*, the school, or the wider community, all team members and families, students and adults alike, consent to the use of their interviews, quotes, and likenesses in photographs, audio, or video recordings by FRC Team 2910: Jack in the Bot and *FIRST*.

Team members and families also agree to grant to FRC Team 2910: Jack in the Bot the right to edit, use, and reuse said products for non-profit purposes including in print, digitally, on the internet, in social media, and in other forms of media deemed necessary.



Additionally, team members and families agree to release FRC Team 2910: Jack in the Bot and *FIRST* and their agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

All team members must also have completed any relevant FERPA releases with JHS.

13. Varsity Letter Requirements

Team 2910: Jack in the Bot is proud to offer team members the opportunity to earn Henry M. Jackson High School varsity letters. Letters are awarded at the end of the competition season to students who truly exemplify the ideals of our team.

To earn a varsity letter, students must complete all the following requirements. Varsity letter submissions are typically due in late April, the exact date to be announced each year. Late or incomplete submissions cannot be considered.

Varsity Letter Requirements:

1. Student must be in good standing per Section 8.
2. Student supported their sub-team in a significant way.
3. Student volunteered at one or more additional *FIRST* events (FLL, FTC, or FRC) beyond those required to be in good standing with the team (section 8).
4. Student attended at least two events showcasing the team to JHS, another school or a community organization.
5. Student participated in at least three fundraisers (appropriate documentation required).
6. Student attended at least all but one in-season FRC competition in support of our team (not as an event volunteer) unless the absence is excused by Team 2910 coaches.
7. Student participated in ten hours of approved volunteering, either with *FIRST* or another community organization, such as a food bank or shelter, religiously affiliated service organization, Scouts, or similar organizations (documentation required).

   If submitting a volunteer shift at a *FIRST* event, that must be *in addition* to any used for Varsity Letter Requirement 2, Varsity Letter Requirement 6, or those required to be in good standing (section 8) -- e.g. no “double claiming” a *FIRST* volunteer opportunity for more than one of the team “in good standing” or Team 2910 Varsity Letter requirements.

   Team 2910 varsity letter requirements do not preclude a student from using any of the above in applications for recognition with other clubs/organizations, nor prevent a student from submitting volunteer work submitted for other clubs/organization in a Team 2910 varsity letter submission.

14. Mentoring with Team 2910

Mentors are the backbone of *FIRST*

Team 2910, like all *FIRST* teams, knows that the experience and knowledge of mentors are foundational to our mission. We owe our continuing growth and success as a team to the immeasurable time and talent of our mentors. We literally cannot do this without their invaluable contributions.

A mentor can be anyone who wishes to teach others what you know in technical or non-technical fields. Mentors help our students learn directly by experience. You can learn more generally about the mentor experience at https://www.firstinspires.org/ways-to-help/volunteer/mentors-and-coaches.

To mentor with Team 2910

1) All mentor applicants must be at least 21 years of age.
2) Contact Coach Kaneb regarding your interest.
3) Interview with selected coaches and mentors.
4) If you are accepted as a team mentor:
   a) Register as a volunteer on the *FIRST* website at https://www.firstinspires.org/ways-to-help/volunteer/how-to-register. This registration must be renewed periodically.
   b) Access the Everett Public Schools Applitrack system at https://www.applitrack.com/everettsd/onlineapp/ to complete the online volunteer application. Select the "Volunteer Position" link from the left menu, then select and complete the Extended Support application. Volunteer applications must be renewed periodically per district policy.
   c) Complete any required EPS volunteer courses (typically online).
   d) Complete the EPS overnight chaperone training, an in-person class you must attend annually if you plan to travel with the team. Coach Kaneb can help you find the appropriate training class.

All team mentors are expected to complete and comply with the *FIRST* Mentor training, including Youth Protection Policy (YPP) training and follow Team 2910's mentor code of conduct (published separately).

Team Family Members as Mentors and Conflicts of Interest

Team 2910 enthusiastically welcomes family members as mentors to our students. In the interest of fairness and equity, it is team policy that mentors who are family members of current team students recuse themselves from decisions that present the potential for a conflict of interest. These may include decisions about team member applications, student leadership and competition positions, disciplinary actions, and other similar situations.

Note: Your contributions to the team as a mentor neither positively or negatively influence coach decisions pertaining to your student.

Alumni and Mentoring

FIRST alumni offer valuable perspective and experience as mentors. We welcome *FIRST* alumni from any team to mentor Team 2910 once they have reached 21 years of age.

In the meantime, Team 2910 alumni retain limited access to the team Slack workspace (until age 21) and other online resources such as GitHub, and are welcome at various team events, such as the season kickoff and the annual year-end celebration.

We ask that Team 2910 alumni keep their contact information up to date with Team 2910 for continued advocacy and networking opportunities.

NOTE: To be considered a Team 2910 alumnus, a student must have been in good standing with the team at the time of their graduation from HM Jackson High School, except in extenuating circumstances to be reviewed by coaches on a case-by-case basis.



15. Sponsoring Team 2910

Fielding an FRC team takes a variety of resources. We depend on and are grateful to sponsors large and small to help us reach our goals each year. Please see our website sponsor page at http://frcteam2910.org/sponsors/ for a list of participating organizations.

Sponsors support the team in a variety of ways, including, but not limited to, monetary gifts, equipment and materials donation, manufacturing support, mentorship, and student internships. Sponsors will be recognized on the season's competition robot, on our official team shirts, and on our website.

If you are interested in sponsoring Team 2910, we would be happy to send a group of students to your location to introduce ourselves, answer your questions, and give a robot demonstration. Please contact our head coach, Steve Kaneb to arrange a sponsorship presentation.

We look forward to meeting you and showing you the positive effects of participation on Team 2910: Jack in the Bot on our incredible students!

NOTE: Your contributions to the team as a sponsor neither positively or negatively influence coach decisions pertaining to your student.

16. JHS Robotics Boosters

We Are All Robotics Boosters!

Jackson High School Robotics Boosters is a non-profit 501(c)(3) organization established to support the JHS Robotics Club / FRC Team 2910: Jack in the Bot. When your student joins Team 2910, you are automatically a full Booster Club member, eligible to attend meetings, vote on business, and hold Booster board positions.

The Boosters are a family-powered organization that works in tandem with the team, providing support through fundraising, financial management, logistical planning, materials purchasing, need-based travel scholarships, and of course, cheering at team events. The Boosters also act as a bridge between the team and families, helping to organize family support and communicating routinely via email newsletters and our Facebook group, facebook.com/groups/Team2910Parents/.

Annual dues paid by each team student and other fundraising proceeds allow Boosters to:

- Purchase team uniforms
- Cater some meals for the team at in-season competitions
- Purchase some robot materials and parts
- Purchase other supplies, such as media equipment, buttons, stickers, etc.
- Pay for robot and pit transportation to events
- Support need-based travel scholarships
- Maintain Slack, Google Workspace, Flickr, the team website and other apps or sites
- Cater the meal for the end of year celebration
- Recognize graduating students, coaches, and mentors at the end of year celebration

The JHS Robotics Boosters board meets routinely from August through June. All are welcome to attend. Watch our Facebook group — facebook.com/groups/Team2910Parents/ — and Boosters emails for details.

Your support of Boosters activities directly benefits the team. Please answer the call when asked to help.

Please understand that your contributions to the team or booster organization as team parent neither positively nor negatively influence coach decisions pertaining to your student.

2026-2027 JHS Robotics Boosters Board

Jithender Gampa, President — President@JHSRoboticsBoosters.org
Jaishrie Bhattacharya, Treasurer — Treasurer@JHSRoboticsBoosters.org
Poornima Nagarajan & Venkat Marni, Co-Secretary — Secretary@JHSRoboticsBoosters.org

At-Large Members:
Linda Harris, Jennifer Holling

Standing Committee Chairs:
Gwen Reid, Food Chair
Lea Yan, Fundraising Chair

2026-2027 Student Contract

To accept a position on Team 2910, both the student and a parent/guardian must sign this contract and return it to Coach Kaneb by the posted date. *Incomplete or unsigned contracts will not be accepted. Team 2910 reserves the right to contact parent/guardian.*

By signing below, I, **the student**, agree with the following:

- I have read and understood the current Team Handbook, especially Student Attendance, Team Eligibility, and Rules and Expectations sections.
- I understand that team coaches reserve the right to remove me from the team at their discretion for any behavior running contrary to *FIRST*, district, school, and/or team requirements and expectations. I/my family forfeit dues or fees paid to that point.
- I commit to attending a high percentage of meetings per the attendance policy. I understand the consequences for not meeting this requirement.
- I understand it is my responsibility to check Slack daily and year-round for team communication.
- I have read and understand the Personal Electronic Device (PED) and Media Policies.
- I will behave in a responsible, mature, and graciously professional manner in person or online.
- I understand that I can bring problems to the attention of team leadership to help work it out.

Student Name (print legibly) Signature Date

By signing below, I, **a parent/guardian,** agree with the following:

- I have read and understood the current Team Handbook, especially Student Attendance, Team Eligibility, and Rules and Expectations sections.
- I understand that team coaches reserve the right to remove my student from the team at their discretion for any behavior running contrary to FIRST, district, school, and/or team requirements and expectations, and that I forfeit any dues or fees paid to that point.
- I understand what is expected of me as a parent/guardian of a team member, as regards financial and family obligations.
- I understand my student has committed to attending a high percentage of meetings per the attendance policy. I understand the consequences for not meeting this requirement.
- I understand it is my student's responsibility to check Slack daily and year-round for team communication.
- I understand it is my responsibility to keep my current email address and phone number on file with the team and the Boosters, and to check regularly for family-related communication.
- I understand that my family is expected to support the team through event donations or volunteering (section 5).
- I have read and understood the Personal Electronic Device (PED) and Media Policies.
- I understand that my student is expected to be respectful, mature, and responsible for themselves, both in person and online.

Parent/Guardian Name (print legibly) Signature Date

2910 JACK IN THE BOT