

## **Getting Started?**

There is some work to be done but don't worry – *FIRST* has great resources thanks to the folks who have already completed the process. Let's get started...

## Step 1:

Assign your team a faculty advisor; i.e., someone willing to support the efforts of the team in pursuit of varsity lettering recognition;

Schedule a meeting with your high school administrator(s) to request support and approval and let others at your school know of your efforts; i.e., faculty and staff;

Contact your State's High School Interscholastic League to review current rules/eligibility requirements: <a href="https://www.nfhs.org/resources/state-association-listing">https://www.nfhs.org/resources/state-association-listing</a>

Create a team-generated, formal:

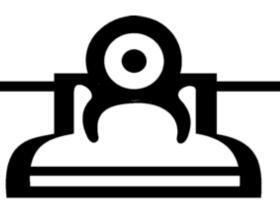
Code of Conduct; and

Team Handbook:

<u>Note</u>: Apply the same rules to your FIRST Team's eligibility requirements and Code of Conduct as those outlined for your school's current Varsity (lettered) Sports/Activities. Directory can be found on your state's website.

Present your program to the school PTA and the School Board to gather additional support.

Ok, what's next.....?



## Step 2:

Gather and assemble program information and metrics (information may be available via *FIRST* HQ and/or your state Regional Directors) including:

- # of students
- Demographics
- Success metrics (college-going rates, etc...)
- Program costs (a minimum costs overview is recommended)

Identify and engage *FIRST* champions in your state; for example:

- Elected officials, board members, business partners, event sponsors, Regional Directors, Coaches and Mentors;
  - Let them know what the call to action is;
  - Is it active (for example; make phone calls to elected officials, etc...) or
  - Is it passive (for example; attend meetings when needed, etc...)

Develop key collateral (written material) highlighting the impact of *FIRST* in your state:

- Talking points public-ready statements that could be leveraged in a news release, speech, etc...
- One-page of key bullet points or a brochure; PowerPoint presentation (if warranted);
- $\stackrel{\checkmark}{\longrightarrow}$  Engage *FIRST* membership statewide;
  - Provide regular progress updates via email to keep momentum;
  - Consider sharing relevant resources, etc...;.
  - Leverage regional events to foster support and positive conversation

Connect with your state's scholastic governing body and key leadership;

• Identify their planning cycle and key milestones/deadlines to coordinate deliverables and check-in opportunities as applicable;

Ensure regular communication between *FIRST* champions and the scholastic governing body;

- Share collateral with them as needed;
- E-mail and phone communication should be leveraged by multiple FIRST champions;

Consider media opportunities to highlight FIRST impact; for example,

- Regional events;
- · Off season events;
- Student/team appearances at national tradeshows; and
- Student success stories.