



**Rocky Mountain BEST**  
**(Boosting Engineering, Science, and Technology)**

# **Electronics Kit Grant Policy**



### Revision History

<b>Rev</b>	<b>Date</b>	<b>Impact</b>	<b>Summary of Changes</b>
Ver 01	1 February 2016	Major	Initial release



## **ELECTRONICS KIT GRANT POLICY ROCKY MOUNTAIN BEST**

### **1.0 Purpose**

This policy defines the process and procedures regarding the granting of Electronics Kits by the Rocky Mountain BEST (RMBEST) hub to non-profit organizations or other BEST hubs in order to support the requesting hub or organization. The Electronics Kit is also known as a BEST Returnable Kit. This Kit grant process can be done prior to or after a hub is sanctioned by BEST Robotics, Inc. (BRI) ([www.bestinc.org](http://www.bestinc.org)).

An Electronics Kit consists of:

- a. All items on the current season's BEST Returnable Kit List (which may include Hub Optional items). This list is available on the BRI website with the current game-related files. Most of these items are on the VEX Robotics website and listed as BEST kits.
- b. A red Electronics Kit tote (<http://www.mcmaster.com> item 4659T1 or 4659T7) or other suitable storage container.
- c. A Joystick Thumbscrew (<http://www.mcmaster.com> item 92552A418)
- d. A current year Electronics Kit inventory sheet documenting all items disbursed, with the RMBEST Kit number.

This policy is intended to ensure the Electronics Kit grant process executed by the Asset Management Committee is assisting the RMBEST Board of Directors with current and / or strategic goals regarding hub growth and sustainment in our area.

### **2.0 Process and Procedures Regarding Granting Kits**

Electronics Kits will typically be granted after the final Returnable Electronics Kit list is released by BRI (in preparation for the upcoming BEST season) (scheduled for April 30). Organizations may submit requests in multiple years.

Off-season requests may be submitted and will be managed by the Asset Management Committee as they occur.

The process described here consists of: requesting Electronics Kits; preparation of Electronics Kits; and distributing Electronics Kits.

#### **2.1 Requesting Electronics Kits**

- a. The grant process will be initiated when the organization submits an RMBEST REQUEST FOR ELECTRONICS KIT GRANT FORM. Requesting organizations should submit the request form and / or any questions to [assetmgmt@rmbest.org](mailto:assetmgmt@rmbest.org). If the requesting organization is a potential new hub, the request must include a copy of their BRI New Hub Application. If the requesting organization is an existing hub,



the request will include the number of teams hosted in the last competition, number of teams planned for the upcoming year, and the number of Electronics Kits owned by the hub. The request will include an organization's Employer or Taxpayer Identification Number (EIN) if it has one and a description of the organization's need. The organization's need should include demographics, free or reduced-price lunch percentage, and their plan for use of the kit(s). The organization's need may be included as an attachment to the request form.

- b. Requesting organizations should submit the applicable paperwork by the BRI New Hub Application Due Date (mid-January) if possible, and no later than February 15.
- c. The RMBEST Asset Management committee will evaluate all requests to compare the requests to the inventory status of RMBEST's Electronics Kits in order to determine the number of requests that could be fulfilled. If the requests for kits are greater than the ability to fulfill the requests, the committee will evaluate the requests with the primary goal of enabling organizations to be successful. (Committee recommendation options include the following depending on organization circumstances: spreading available kits equally amongst all requesting organizations or prioritizing organizations for available kit allocation.)
- d. At the completion of the request evaluation, the Asset Management Committee will provide a recommendation to the RMBEST Board of Directors (BoD) regarding each request, ensuring BRI has sanctioned the new hub (if applicable).
- e. The RMBEST BoD will evaluate the Asset Management Committee recommendations and make a decision to approve, deny or partially approve the requests.
- f. The Asset Management Committee will execute the RMBEST BoD decision and initiate the kit preparation and distribution processes.
- g. The Asset Management Committee will communicate the results of the RMBEST BoD decisions regarding approval, denial or modification of requests to all requesting organizations within 15 days of the RMBEST BoD decision.

## **2.2 Electronics Kit Preparation**

The Asset Management Committee will document and track requests and inventories for all Electronics Kits granted to hubs or organizations. They will complete the preparation of granted Electronics Kits to the requesting organizations as follows:

- a. All used granted Electronics Kit parts will be tested using the RMBEST current Electronics Kit Testing Plan and items will be repaired and / or replaced when necessary.
- b. Individual items in the kits will have RMBEST labels, markings and kit numbers obliterated as much as possible, so the new organization can provide labeling according to their needs.

## **2.3 Electronics Kit Distribution**

When the Asset Management Committee has completed the kit preparation, the granted kits will be distributed as follows:



- a. The Asset Management Committee will arrange for distribution of granted Electronics Kits to the organization as soon as possible and typically no later than the end of May (which is within one month of the issuance of the BRI final Returnable Electronics Kit list for the upcoming season). **We cannot release parts that are new to the BRI Returnable Electronics Kit List prior to Kickoff to any organization other than a BRI hub.**
- b. The details (kit numbers and asset numbers) of the Electronics Kits granted will be documented by the Asset Management Committee on the request form.
- c. One copy of the documented form will be provided to the requesting organization and one copy will be retained by the Asset Management Committee.
- d. RMBEST requests the receiving organization confirm all parts are received as indicated on the Electronics Kit inventory sheet included in each kit and communicate any discrepancies to the Asset Management Committee at [assetmgmt@rmbest.org](mailto:assetmgmt@rmbest.org) within 30 days of receipt.
- e. If any part on the Electronics Kit list is not available by the end of May, the Asset Management Committee will coordinate with the requesting hub or organization to determine a modification to the kit distribution schedule or a delay of distribution of only the unavailable part(s).

The above Electronics Kit Grant Policy and attached Form – **RMBEST REQUEST FOR ELECTRONICS KIT GRANT FORM VER01** was approved and adopted by the Board of Directors of Rocky Mountain BEST on the 1st day of February 2016.

---

Secretary

Attached:  
RMBEST REQUEST FOR ELECTRONICS KIT GRANT FORM VER01