# OFFICER MANUAL
# 2003-2004

**TEAM 358**

**HAUPPAUGE EAGLE ROBOTICS**

# Patrick Cloke

# Officer Meeting Agenda

"It is time for a new generation of leadership to cope with the new challenges and opportunities for our world. For of those to whom much is given, much is also required."

JOHN F. KENNEDY

**Congratulations new officers & much success in the year ahead!**

**I.     Quotes**

* Add your favorite quote to this page

**II.     Goal Setting**

* Mission Statement for the club

* Personal Goals for next year

**III.     Getting-To-Know-You Games**

* Human Knot

* Location

* Chair Sit

* Rope Shapes

**IV.     Officer Responsibilities**

*Mr. Yablon's and Mr. Tiu's expectations for your new roles:

* You will define your commitments to each other.

* Newly defined responsibilities

**V.     Delegation and Leadership**

**VI.     Calendar Layout for the year**

* Approximate dates of all events

* Safe Halloween ideas

*Homecoming

*Kick-Off

*Build time

*Regionals/National

* Brainstorm for each event

VII.    **Maintaining Membership**

      \* Freshmen Orientation Presentation

      \* Food

      \* More engineering projects

      \* Possible more fun events: $CO_2$ dragsters, sailboats, egg drops and also F.I.R.S.T Robotics

      \*Trips??: maybe to FESTO Corporation

      \* Weekly / bi-weekly and before all events- e-mails from President to all members (will keep people updated if they missed a meeting, some people that we tend to lose may not forget about us, increase event attendance

VIII.   **Officer Contact and Communication**

| Name | Position | Phone Number | E-Mail |
|---|---|---|---|
| Elizabeth Lanzarone | President | | |
| Bryan Morales | Vice President Engineering | | |
| Alex Vinelli | Machine Shop Supervisor | 543-5806 | dirtbike407d@yahoo.co |
| Robert Frank | Vice President of Computer Operations | | |
| Patrick Cloke | Treasurer | | |
| Iain McLeod | Secretary | | |

All new officers: You can now create a new group in you address book online! If you have America Online, put all these e-mail addresses in a group so that anytime you have a question or information that you would like to share with the board its just one easy click! If you do not have an address book feature, you should type these addresses in a word document in a format that can be simply copied and pasted into your e-mail.

# ROBOTICS OFFICER TRAINING DAY

Directions: Your ideas on what the Robotics Team is about:
1. Why would someone want to be apart of this Team?
2. What will they be expected to do as a member?
3. How they will be treated?
4. How will they be expected to treat others?
5. What are Robotics members trying to accomplish?
6. What effect does the Robotics team have on the community?
7. What influence do we have on the lives of others?

## Personal brain storming ideas:

Robotics is about building a robot to do the assigned job well and in a unique way. while doing this we have fun although it is a lot of work. As a member we are expected to work hard.
build good relationships w/ teams & businesses
community service
more people in club
actively fundraise

## Mission statement for 2003-04

The Purpose of the Robotics Team:

# ROBOTICS SECRETARY/ TREASURER

My role as an officer: _I will create the website, and ~~help~~ improve communications_

My Goals For The Club Next Year and How I Will <u>Make this happen!</u>

1. _Create a better website._
2. _Improve communications._
3. _Hours on website_

## Specific Responsibilities:

- Maintains the financial records of the team in conjunction with the Advisory Team
- Interacts with sponsors on a monthly basis, advising them of team progress
- With Secretary develops a fundraising plan
- With Engineering VP, determines financial needs of production
- **Maintains inventory of materials for the team**
- Responsible for creating news articles for the web site/district newsletter/local news

# *Welcome*
# *to the*
# **Interact Club**

*Meetings every Monday at 2:15 pm*

Advisors: Mr. Jeff Yablon       Rotary Rep.: John Ort

### CLUB PRESIDENT: **Ms. Lauren O'Toole**

## A Little History:

The Interact Club is a high school version of the International Club known as *Rotary*. Basically both clubs were started with the intentions of people getting together to help those people who are less fortunate.

Currently there are over 7,200 Interact clubs that exist in 88 countries. Interact stands for international and action. Action because Interactors are doers, young people who want to solve problems, improve the quality of life, and make new friends in their community and throughout the world.

As a member of this club we urge you to get involved with the many projects that take place throughout the school year. To name a few; in October we run a *SAFE HALLOWEEN* event that has grown into a huge success, as well as *HOMECOMING, BLOOD DRIVES, BOWL-A-THON, PANCAKE BREAKFAST* and hopefully your club can add to this great list.

ROTARY also offers the largest scholarship ( $1000.00) to a graduating senior who is continuing their education and has been an active member in this INTERACT club. As well as many other international scholarships that are also offered to college juniors and seniors.

So I thank you for your interest in INTERACT and hope you will become one of the many active students who will share in the fond memories of INTERACT.

## GROUP AWARENESS/OBSERVATION

All of us spend our lives in groups of various sorts: family, friends, clubs, teams, work, etc. Most of us rarely take the time to stop and observe what is going on within the group or why the members behave the way they do. It is just as important to be an observer of group activity as it is to be an active participant.

Forces Operating Within People
- Ego, alter ego, self-concept
- Personality characteristics
- Basic needs
- Physical and emotional conditions
- Objectives or plans that have nothing to do with the purpose of the group (the "hidden agenda")
- Frame of reference of individuals that can cause misunderstandings
- Willingness to contribute

Forces Acting Between and Among Group Members
- Assumptions regarding others, ideas, or attitudes
- Status—real or assumed
- Degree to which members know, like, or understand each other
- Operational procedures
- Spoken and unspoken ideas and emotions
- Health of the group
- Behavior pattern of individuals

Forces Acting on the Group from Outside
- Total environment, including racial, religious, economic, social, political, and family background
- Physical setting and arrangement of meeting place, including noise, temperature, comfort, visibility, time, conditions, etc.
- Forces generated by the way the members act: voice, mannerism, attitudes, speech patterns, vocabulary, etc.
- Amount of time available

Content vs. Process
When we observe what the group is talking about we are focusing on the content. When we observe how the group is handling the topic (i.e., who talks to whom, is there parliamentary procedure, etc.), we are focusing on the group's process.

# MAINTAINING GROUP COOPERATION

Successful group action in solving problems and addressing the group's goals often depends on understanding some basic principles about the way people behave in groups and the kinds of behaviors you as a leader should encourage.

## 1. Identification with Other Members

Try to find out how the other person feels. Don't assume that what you want is what others want, too. Discovering common attitudes among group members is productive.

## 2. Participation

Encourage everyone in the group to take an active part. Consensus is much better than an unhappy minority. People participate in their own ways, so be tolerant and helpful in encouraging participation.

## 3. Democratic Climate

Democratic leadership involves more people than a dictatorship. Your job as a leader is to create an atmosphere of honesty and frankness. Keep things moving but allow the group to make the decisions when they are ready to do so.

## 4. Individual Security

People under pressure may call names, get angry, show prejudice, or behave in other ways destructive to group cohesiveness. Security comes as trust develops within a group.

## 5. Open Lines of Communication

Explain and listen. Make your messages honest and accurate. Encourage the flow of listening, talking, and responding.

## 6. Better Listening

Attempt to interpret both the literal meaning and the intention of each speaker. You need to hear what other people say, what they intend to say, and what they would have said if they could have said what they wanted to say!

## 7. Handling Hostility

Hostility in itself is not necessarily harmful to a group, or even to individual productiveness. People need freedom to express hostility within

- Fail to organize. If you aren't organized you will spend more time than necessary to accomplish less than your potential. Lack of organization can mean poor grades when you must always be trying to juggle your responsibilities.

- Be frustrated from disappointment in others in the group. Not all group members will respond to the same motivating techniques or work as hard as you may wish.

All of this means that it is not enough to know which kind of leadership style you wish to develop. An effective leader must have command of a broad range of skills in order to bring the group to the successful completion of its goals. And that is what leadership training is all about.

## TIPS FOR SUCCESSFUL LEADERSHIP

Here are seven helpful suggestions to make leadership more successful.

1. *Match the task to the capabilities of the person.* Everyone has particular interests and skills that are appropriate to certain activities. An artist might be most effective on the decorations committee where he or she can make use of individual talent, rather than on a planning committee.

2. *Involve different people.* It is easier to keep calling on people who have been helpful in the past or to always turn to your close friends, but everyone has something to contribute and part of a leader's responsibility is to involve as many members of the group as possible.

3. *Don't dictate—delegate!* Discuss the goals of the task, define the boundaries within which the person may operate, be willing to allow him or her to make decisions necessary to complete the task, and if specific steps must be followed, make sure you communicate them clearly and that they are understood and agreed upon.

4. *Monitor progress.* Although you may have delegated a task to someone else, as the leader you are ultimately responsible for its successful completion. Set up times and dates by which various aspects of a task need to be accomplished.

5. *Consider alternative plans and persons.* If a task is not being completed according to the established guidelines, re-evaluate the task, possibly delegate its responsibility to different group members, and/ or provide help for the original person or committee.

6. *Evaluate the task.* A record of the way a task was accomplished is helpful not only to determine its success, but as a resource for those who may want to undertake a similar project. Don't feel, however, that things must be done exactly as they have been in the past.

## SITUATIONAL LEADERSHIP

In the past it was commonly believed that there was only one correct style of leadership. Management researchers theorized that a leader was either task-oriented or relationship-oriented.

*Relationship-Oriented Behavior* is focused on participants feeling good about the group process, often at the expense of a high-quality product. The leader:

- listens to follower's problems
- praises the follower
- asks for suggestions or input
- encourages or reassures the follower
- communicates information about the overall operations
- discloses information about self
- facilitates follower problem solving

*Task-Oriented Behavior* is focused on goal achievement, often at the expense of interpersonal relationships. The leader:

- sets goals and objectives
- plans and organizes work in advance
- constantly communicates job priorities
- clarifies roles
- sets timelines
- determines methods of evaluation
- shows or tells the follower how to do specific task(s)
- checks work

Many lectures were based on the idea that the best leadership style for any situation was one that combined a high-task orientation with a high-relationship orientation. Still others claimed that the two styles were mutually exclusive—that a leader had to be one or the other.

In recent years, we have come to understand that successful leaders are those people who can adapt their behavior to meet the special circumstances of each situation.

At least two management experts, Paul Hersey and Ken Blanchard, feel that leadership styles fall into four basic categories:

- **Directing**—Telling leaders tend to be directive and concentrate on telling people what to do, when, and how. This leader has a plan in mind before the meeting starts and just informs the group of how things will be. Drill sergeants are good examples of directing leaders.

- **Coaching**—Selling leaders have a strong commitment to achieve goals and direct followers in the group toward this end. They are just as concerned about how the committee members are involved and want them to feel good about the work process and have good interpersonal relationships. Athletic coaches are often good examples.

- **Supporting**—These leaders take the approach that the relationship of the group is more important than any individual task. Supporting leaders run meetings at which all members have an opportunity to express their opinion, and decisions are reached by consensus.

- **Delegating**—A delegating leader will outline a project, encourage someone or a committee to handle it, and check on the progress on an infrequent basis. He or she usually lets the group members handle the project in their own way if it is clearly delegated and defined, and provides help if it is needed.

Hersey and Blanchard also see the members of the group as falling into corresponding categories according to their ability to perform assigned tasks and their interest in doing them.

- **Not Willing/Not Able**—The members in this group don't want to do the job, nor do they know how to do it. A student who doesn't enjoy sports, is clumsy, and who was pushed into the job won't do a very good job at organizing a faculty versus students basketball game.

- **Willing/Not Able**—This group is enthusiastic about the task, but not really sure how to carry it out. An example would be a committee whose members, assigned to organize a student art show, think it's a great idea but know nothing about art, have never taken any courses, and don't have friends who are artists.

- **Not Willing/Able**—This group has all the knowledge and skill necessary to carry out the project, but isn't interested in applying that knowledge. This might be a group that is bored by having done the same project too many times before.

- **Willing/Able**—The members of this group know how to do the job and are motivated to apply themselves to it. A group that worked with a special program for the handicapped before, got a lot out of it, and are anxious to do it again would be an example.

Perhaps you can already see how an effective leader could use one of these leadership styles to match the type of group or individual he or she is working with.

"Directing" style uses high task behavior and low relationship behavior

"Coaching" style uses high task behavior and high relationship behavior

"Supporting" style uses low task behavior and high relationship behavior

"Delegating" style uses low task behavior and low relationship behavior

With followers who have low willingness and low ability, a coaching style is called for. This arrangement would give these members the close su-

pervision needed to keep them from abandoning or ruining the project, and would give them the specific direction or instruction needed to learn what to do.

In a group with a lot of willingness but little ability, the directing style would be useful. The leader will encourage and reward members' enthusiasm but will focus on giving specific instructions and following up to keep them from failing at their task.

Group members who are unwilling but able need a supporting style. The leader will find a way to involve them in the planning and increase their interest in the project. Once they are part of the project they will be more willing to carry it out, and will not need much if any instruction.

Finally, the delegating leader gets best results with members who are willing and able. If they know how to do the task and are willing to do it, this leader will simply let them carry it out.

When you learn to recognize the attitudes and abilities of your group—how willing and how able they are to really perform the task at hand—you can use the appropriate management style to get the best results for you and your group.

2. Agree in advance to discuss the problem again if the agreement doesn't seem to be working.

3. Remember to thank the people for being there and for agreeing to work together to resolve the conflict.

## TIPS FOR SUCCESSFULLY RESOLVING CONFLICTS

- Stay calm and rational. This not only allows you to think more clearly, but also increases the chances the other person will act in a similar manner.

- Adopt a positive frame of mind. Focus on gains (for both people) instead of losses.

- Remember that the person on the other side of the conflict has a point of view that is just as legitimate and reasonable to him or her as yours is to you.

- Indicate you understand the other person's perspective. This reduces their argument and makes them believe in your objectivity and sincerity.

- Realize that the other person may also be uncomfortable about the conflict and want to see it resolved.

- Be willing to make concessions. Focus on win-win.

- Avoid making accusatory statements and negative attributions about the other person's character. Such statements only put the other person on the defensive and can lead to escalation of the conflict.

- It is safer and wiser to keep to the issues and avoid arguments that are personal.

- Inject humor or mild flattery. Such acts of humility can produce positive feelings, build trust, and make collaboration more likely.

- Bring up a shared goal that will tie your interests together. In this way, both parties can benefit.

- The future is often a more constructive base for discussion than the past. Rather than dwell on what or who caused the conflict, emphasize what can be done to provide a solution now.

# WHAT DO PEOPLE EXPECT OF YOU, THEIR LEADER?

1. To be fair when differences arise and not to play favorites.
2. To be of heroic stature.
3. To be cheerful and not crabby.
4. To be colorful, alive, and interested.
5. To be active.
6. To be a good sport.
7. To treat them as individuals.
8. To pay his own way.
9. To listen to their troubles.
10. To be well poised.
11. To deal with them quietly.
12. To be a resourceful person who can help them get the right answers from the right person.
13. To remember the things they tell him/her and to keep confidences.
14. To be firm but not fussy.
15. To help maintain order.
16. To get into the game and activity.
17. To supervise and lead unobtrusively.
18. To help check through and secure performances by the members.
19. To be on time.
20. To make good and follow through on any promises made to the individuals or to the group.

# Hauppauge Titans Team 358
## What makes a good team member?
### The list below is some of the attributes that are valuable to our team.

**Demonstration of Positive learning habits:**
Positive learning habits are related to study skills, classroom assignments, grades, classroom / school involvement. A student's current grades and past achievements are powerful statements about his or her learning habits.

**Good Attendance, Punctually and Dependability:**
Attendance and punctually are indicators of a students commitment to their education and future. A team member needs to be available and ready to participate as much as possible. When asked to participate, establishing a record of dependability and punctuality is essential to team organization and efficiency.

**Consistent Demonstration of Good Judgment and Positive Behavior:**
Each team member is an ambassador of our team. Team members need to be role models for other students to emulate and respect. Solid behavior choices should to be demonstrated at all times, in and out of school activities.

**Ability to Commit to a Project:**
Starting a project and following it through to the end is critical to team performance. Team members need to dedicated themselves and not to get side tracked or discouraged.

**Ability to Work Both Independently and as a Team Member:**
Being able to be a team player, doing what is needed for the team is an asset to all. However, working independently with little or no direction shows dedication and willingness to learn.

**Interest in Science, Technology, Robotics and Related Fields:**
The team member needs to have an genuine interest and a overall goal related to these fields of study. Activities, classes and career choices demonstrate this.

**Demonstration of Honesty and Integrity:**
Honesty and integrity are looked upon as important attributes of a quality person.

**Time to Spend on Activities:**
This activity requires many hours of a student's free time. Careful planning and scheduling may be required to stay actively involved. In some cases, choices as to other activities may need to be made.

**Grade Point Average:**
There is a minimum grade point average for students that must maintain a 2.5 GPA each marking period and semester. During the course of the competition season, team activities absorb many valuable hours of a students free and study time. A strong ethic in study habits and a history of achievement in the classroom is essential to maintaining and improving a student's academic progress in the classroom.

# Robotics

## Schedule of Events for Robotics for the 2003-2004 season.

September – First meeting

October- Homecoming (selling calendars) on Sat 11,2003

      Safe Halloween (running booth) on Saturday 25,2003  Set-up  October 24th

November- Monthly meeting

December- Safety Training (Mandatory to participate in the season)

January- Kick off, six week building period begins

February- Ship Robot

March- Competitions

April- National Competition in Atlanta, Georgia

      Joining the Robotics team gives you the opportunity not only to learn and gain first hand experience, but you also have a really great time!  The official season starts in January, though we will be having meeting before then, and begins with a kick-off, then a six week building period. After this period is complete, the competitions begin!  At competitions you will be able to meet and work with students from other school and possibly get a chance to drive the robot.  Anyone can become an active member, absolutely no experience is required!  There are many different aspects of the club to get involved in.

FESTO          FIRST℠

# Hauppauge Robotics Parent Booster Club

Meeting dates for the 2003/2004 year:

| | |
|---|---|
| Tuesday – | 10/14/03 |
| Tuesday - | 10/28/03** |
| Monday – | 12/1/03 |
| Tuesday – | 1/6/04 – 7:00pm* |
| Monday – | 1/26/04 - (invite Vickie Lasco) |
| Tuesday – | 2/10/04 – ( Murder Mystery Planning) |
| Thursday – | 2/26/04 – ( Baskets for Dinner) |
| Tuesday – | 3/2/04 – 6:00pm*** - Pizza Party/Pep Talk |
| Wednesday – | 3/31/04 – 7:30pm  - Parent mtg. (Nat'ls) |
| Monday - | 4/26/04 – Sharing our thoughts about Nat'ls |

TEAM PARTY - TBA

ALL MEETINGS will take place in the High School Faculty Room at 7:30 pm unless otherwise noted.

*This meeting will take place at Whiporwill.

** This meeting will take place in the Small  High School Commons.

***This meeting will take place in the High School Commons.

# Hauppauge Robotics Parent Booster Club

## FUNDRAISERS

Mini Calendar Sale – 9/8/03 to 11/1/03

Holiday Card Sale – 9/24/03 to 10/15/03

Car Raffle – 10/01/03 to 11/22/03 @ the DECA Pancake Breakfast in the Middle School.

Holiday Sale @ High School Craft Fair  - November 8, 2003

Spaghetti Dinner –  Sunday, 2/1/04 @ 4PM in the High School Commons.

Murder Mystery Dinner – Saturday, 2/28/04, at Dave & Busters, Including Chinese Auction & 50/50 raffle

Oldies Concert – Saturday, 3/6/04, High School Auditorium - Including Concession Stand & 50/50 raffle