



Memorandum of Understanding

This Memorandum of Understanding is entered into by Space City BEST Robotics, and

_____, _____, Houston,
School Name **Address**

Texas _____ for the following purpose: the school will form a BEST Robotics team, and participate in the Space City BEST kickoff, practice day and competition day. Space City BEST will provide a consumable kit of parts to the team and a returnable electronics kit. The partnership will be entered into September 17, 2011 through October 29, 2011

This Memorandum of Understanding will serve to clarify the individual areas of responsibility and define the working relationship under which both agencies will operate.

Contact Persons

David Scarcella, School Coordinator of Space City BEST Robotics will serve as the primary contact person.

_____, _____ will serve as the
Sponsor Name **Title**

primary contact person for _____
School Name

Purpose

This agreement sets out the terms and conditions by which Space City BEST and

_____ will collaborate to develop robotics education
Principal Name

for youth at _____
School Name

Space City BEST Robotics will:

1. Provide one returnable electronics kit and one consumable kit of parts.
2. Invoice schools for an electronics deposit and any damaged or non returned parts.

The Partnering School will:

1. Provide a teacher sponsor to work with the designated group of students. The teacher sponsor **must** turn in the signed MOU at kickoff for the school to receive a kit of parts and be allowed to participate in Space City BEST.

2. Register via the Space City BEST web site and Robot Events web site to participate in the competition.
3. Attend the Space City BEST kickoff to pick up the kit of parts, build a robot, attend practice day, turn in a BEST Engineering Notebook on practice day, and compete on game day.
4. Provide a \$250.00 kit deposit made payable to Space City BEST for damaged electronics equipment or to defray the cost of a consumable kit should a school not build a robot or participate in the competition. If the school decides not to participate the following year the deposit will be returned under the following conditions. All components in the returnable kit of parts must be present and in working order. A letter of request must be submitted to the Space City BEST treasurer. The letter must be on school letterhead, signed by the school principal and state to whom the check should be made payable to.
5. Schools that participate in Space City BEST will be billed for damaged or lost parts from the returnable electronics kit.
6. All returnable electronic components must be returned to Space City BEST at the end of competition day on October 29th. If a team is advancing to Texas BEST, the electronics components must be returned by December 18, 2011
7. Schools that participate in Space City BEST **must** turn in consent/release forms for all participants with a roster listing the participants. If a school does not have consent/release forms for the participants the school will not be allowed to compete.
8. Schools that participate in Space City BEST are required to wear safety glasses and closed toe shoes in the pit area at all times. Teams must provide their own safety glasses and ear plugs for team members and their supporters. A safety manual for team coaches is available on line at www.bestinc.org.
9. Team coaches are responsible for supervising student participants.

Term of Agreement

The term of this Agreement shall be from the time of execution of both parties for date beginning September 17, 2011 – October 29, 2011 (December 18th, 2011 if your team advances to Texas BEST) and be mutually agreed in the Collaborative. Either party as provided in the termination section of this agreement shall terminate any provision of the preceding sentence to the contrary notwithstanding, this agreement.

Termination

This agreement may be terminated prior to the expiration of the term hereof as follows:

- By mutual agreement of parties; or
- By any party, with or without cause, upon one month notice to the other party

Your signature below acknowledges the existence of this **MOU** between Space City BEST and

School Name

Principal Name (Printed)

Principal Signature

Date