

FIRST Volunteer Forms

All *FIRST* Volunteer forms are located off of the *FIRST* Volunteer Resources Department website here: <https://www.firstinspires.org/resource-library/volunteer/general-volunteer-resources>. The Consent & Release Form is only available for download in VMS. Volunteer Coordinators can download and print this form, it is located in the Help dropdown.

All forms are reviewed and updated annually. Please check the website for the most up-to-date forms at any given time.

Below is a summary of the *FIRST* volunteer-related forms:

1. Consent and Release Form

- a. The Participant identified above (“Participant”) desires to participate (as a team member, coach, mentor, volunteer, or in some other manner) in the *FIRST*® Robotics Competition, *FIRST* Tech Challenge, *FIRST* LEGO® League, Junior *FIRST* LEGO League, or another *FIRST* program (the “Programs”). As a condition of allowing Participant to participate in a Program, United States Foundation for Inspiration and Recognition of Science and Technology (“*FIRST*”) requires that the Participant (by his or her Parent/Guardian if under 18 years of age) agree to the terms of this Consent and Release Agreement.

2. Walk-On Event Volunteer Application Form

- a. *FIRST* “Walk-on Volunteers” will be defined as individuals who approach a *FIRST* event and offer to volunteer. These are people that have not registered in the Volunteer Registration System for the event but come to the event and are caught up in the excitement and energy of the event and want to join the fun by volunteering. There may be positions at an event that can be assigned to “Walk-On” volunteers because they are unfilled, and/or it would be helpful to have an extra pair of hands. “Walk-On” volunteers must comply with all of the requirements in the Walk-on Event Volunteer Policy and must complete the *FIRST* “Walk-On Event Volunteer” Form and the *FIRST* Consent and Release form. Volunteer Coordinators should read and be familiar with the Walk-on Event Volunteer Policy and the Walk-on Event Volunteer Form. Walk-on volunteers must be paired with a fully screened volunteer **at all times**. The “Walk-On” volunteer should then receive the same credentials, such as name badge and/or volunteer t-shirt, as other volunteers of the event. The “Walk-On” volunteer should turn in their identifying credentials, such as name badge or volunteer t-shirt, as soon as their shift is over. This is to prevent an unscreened volunteer gaining physical access to minors (i.e. volunteers are often allowed entry into non-public places at the event).

3. Medical Incident Report Form

- a. Complete a Medical Incident Report form for any medical incident at an event. Ensure the Medical Incident Report form is faxed into *FIRST* as soon as possible after the incident. Note: The *FIRST* contact person and fax number are listed on the form. FYI... Serious Injuries - The Volunteer Coordinator should call *FIRST* immediately: *FIRST* Director of Finance at 1-800-871-8326 ext. 436 or *FIRST* Human Resources Director at 1-800-871-8326 ext. 478. The Volunteer Coordinator should explain the situation to the Finance Director or Human Resources Director. If the *FIRST* office is closed; please call *FIRST* at 1-800-871-8326 to talk to the Operations Support staff on-call.

4. Non-Medical Incident Report Form

- a. All *FIRST* participants will practice Gracious Professionalism as best as they can; however, it is inevitable that conflicts, misunderstandings, and other behavioral problems will occur periodically. These concerns or problems may involve any *FIRST* participant or a member of the public and the concern could relate to a *FIRST* policy. Although most

misunderstandings can, and should be, resolved on an informal basis, more formal provisions have been made to report and resolve incidents that may occur at a *FIRST* event.

- b. [Non-Medical Online Reporting Form](#) - A form that can be used for any concern ranging from or related to volunteer issues, venue issues, Code of Conduct issues, or Youth Protection issues.
- c.

5. Conflict of Interest and Disclosure Statement

- a. Volunteers in certain positions must sign the Conflict of Interest and Disclosure Statement. By signing this document, the volunteer is agreeing to disclose any direct relationship they may have with a *FIRST* Robotics Competition team. They are also pledging that if they do have a relationship with a competing *FIRST* Robotics Competition team, they will disqualify themselves from any discussions which involves the team they are affiliated with. Volunteer Coordinators can destroy signed Conflict of Interest Forms at the end of the event. These forms do not need to get turned into *FIRST*.

Event Forms

1. [W-9 Form](#)