



Documentation Due Dates 2022-2023

The following documentation sections are due before the competition and should be submitted electronically through [BotsIQ's Online Form](#).

<u>February 1st</u>	<u>February 15th</u>	<u>March 1st</u>
Executive Summary Cover Letters Resumes	Project Schedule Safety Plan Promotional / Marketing	Industry Tour Advisor Interview Accounting / Fundraising
<u>March 29th</u>	<u>April 12th</u>	<u>Finals Competition</u>
Bill of Materials Engineering Drawing Set and Assembly Wiring Schematics	Weapon System Details Frame and Armor Details Drive System Details Power System Details	Pit Binder

*Teams will not submit an entire documentation binder at Finals. Teams will need a Pit Binder for Safety Inspection. The Pit Binder will be scored at Finals. **Yellow highlighted sections** indicate the sections that teams must include in their Pit Binder for Safety Inspection at the competition.

BotsIQ will make every attempt to give teams their documentation scores at the competition. If this is not possible, scores will be returned within a week, following the last competition.

BotsIQ 2022-23 Documentation Submission Rules and Regulations:

In order to participate in the competitions, every BotsIQ team is responsible for submitting all required documentation to BotsIQ.

All documentation must be submitted by its due date.

Documentation Scoring - Bonus Points

- Teams will **earn 1 bonus point** per section that is submitted by **11:59 PM the day BEFORE documentation is due**.
 - *Example: If a documentation section is due by February 1st, a team will earn a bonus point for the section if it is submitted by 11:59 PM on January 31st.*

Documentation Scoring - Penalties

- Sections **submitted later than two business/school days from 5PM of the due date** will **lose 5 points** per section that is tardy.
 - Each school (not each team) may request one 48 hour extension via email per competition year to avoid this penalty. This extension **MUST** be emailed directly to JoAnna Dehler (dehler@botsiqpa.com) before 5PM on the due date. Requests received later than 5PM will be denied.