



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.