



RMBEST RETURNABLE KIT LOAN POLICY VER02
20 December 2015



Rocky Mountain BEST
(Boosting Engineering, Science, and Technology)

Returnable Kit Loan Policy



Revision History

Rev	Date	Impact	Summary of Changes
Ver 01	14 May 2015	Major	Initial release
Ver 02	20 December 2015	Minor	Updates to clarify schedule and procedure. Including existing hubs in kit request process.



RETURNABLE KIT LOAN POLICY ROCKY MOUNTAIN BEST

1.0 Purpose

This policy defines the process and procedures regarding loaning Returnable Kits to non-profit organizations or other BEST hubs prior to or after their sanctioning by BEST Robotics, Inc. (BRI) (www.bestinc.org) in order to support the requesting organization. A Returnable Kit consists of:

- a. All items on the current season's BEST Returnable Kit List (which may include Hub Optional items). This list is available on the BRI website with the current game-related files. Most of these items are on the VEX Robotics website and listed as BEST kits.
- b. The Red Returnable Kit tote (<http://www.mcmaster.com> item 4659T1) or other suitable storage container.
- c. The Blue Consumable Kit tote (<http://www.mcmaster.com> item 4659T3)
- d. A Joystick Thumbscrew (<http://www.mcmaster.com> item 92552A418)
- e. A current year Returnable Kit inventory sheet documenting all items distributed, with the Kit number.

This policy is intended to ensure the returnable kit loan process executed by the Asset Management Committee is assisting the Rocky Mountain BEST (RMBEST) Board of Directors with current and / or strategic goals regarding hub growth and sustainment in our area.

2.0 Process and Procedures Regarding Loaning Kits

Returnable kits will typically be loaned after the final Returnable Kit list is released by BRI (in preparation for the upcoming BEST season) (scheduled for April 30) and will be returned after the BEST season is completed (and no later than March 1 of the following year). Kits will be loaned for one BEST season per request. Organizations may submit requests in multiple years.

Off-season requests may be submitted and will be managed by the Asset Management Committee as they occur.

The process described here consists of: requesting loaned kits; preparing loaned kits; distributing loaned kits; and loaned kit return.



2.1 Requesting Kits

- a. The loan process will be initiated when the organization submits an RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM. Requesting organizations should submit the request form and questions to assetmgmt@rmbest.org. If the requesting organization is a potential new hub, the request will include a copy of their BRI New Hub Application. If the requesting organization is an existing hub, the request will include the number of teams hosted during the previous year, number of teams planned for the upcoming year, and the number of returnable kits owned by the hub). The request will include an organization's EIN if it has one and a description of the organization's need. The organization's need should include demographics, free or reduced-price lunch percentage, and their plan for use of the kit(s). The organization's need should be included as an attachment to the request form.
- b. Requesting organizations should submit the applicable paperwork by the BRI New Hub Application Due date, if possible, and no later than February 15.
- c. RMBEST Asset Management committee will evaluate all requests to compare the requests to the inventory status of RMBEST's Returnable kits in order to determine the number of requests that could be fulfilled. If the requests for kits are greater than the ability to fulfill the requests, the committee will evaluate the requests with the primary goal of enabling organizations to be successful. (Committee recommendation options include the following depending on organization circumstances: spreading available kits equally amongst all requesting organizations or prioritizing organizations for available kit allocation.)
- d. At the completion of the request evaluation, Asset Management Committee will provide a recommendation to the RMBEST Board of Directors (BoD) regarding each request.
- e. The RMBEST BoD will evaluate the Asset Management Committee recommendations and make a decision to approve, deny or partially approve the requests.
- f. Asset Management Committee will execute the RMBEST BoD decision and initiate the kit preparation and distribution processes.
- g. Asset Management Committee will communicate the results of the RMBEST BoD decisions regarding approval, denial or modification of requests to all requesting organizations within 15 days of the RMBEST BoD decision.



2.2 Kit Preparation

Asset Management Committee will document and track requests and inventories for all Returnable Kits loaned to hubs or organizations. They will complete the preparation of loaned Returnable Kits to the requesting organizations as follows:

- a. All used loaned Returnable Kit parts will be tested using the RMBEST current Returnable Kit Testing Plan and items will be repaired and / or replaced when necessary.
- b. The storage containers and every part of a loaned Returnable Kit will be marked with RMBEST labels and kit numbers. These labels will include information about the granting organization (RMBEST) and funding organization, if applicable. These markings and labels should not be destroyed.

2.3 Kit Distribution

When Asset Management Committee has completed the kit preparation, the loaned kits will be distributed as follows:

- a. Asset Management Committee will arrange for distribution of loaned Returnable Kits to the organization as soon as possible and typically no later than the end of May (which is within one month of the issuance of the BRI final Returnable Kit list for the upcoming season).
- b. The details (kit numbers, asset numbers and due dates) of the returnable kits loaned will be documented by Asset Management Committee on the request form.
- c. One copy of the documented form will be provided to the requesting organization and one copy will be retained by Asset Management Committee.
- d. RMBEST requests the receiving organization confirm all parts are received as indicated on the Returnable Kit inventory sheet included in each kit and communicate any discrepancies to the Asset Management Committee at assetmgmt@rmbest.org within 30 days of receipt.
- e. If any part on the Returnable Kit list is not available by the end of May, the Asset Management Committee will coordinate with the requesting organization to determine a modification to the kit distribution schedule or a delay of distribution of only the unavailable part(s).

2.4 Kit Return

Loaned Returnable Kits will be returned under the following conditions / processes:



- a. The requesting organization will coordinate delivery with Asset Management Committee the return of the loaned returnable kits via assetmgmt@rmbest.org. The requesting organization POC agrees to cooperate with the Asset Management Committee regarding kit return location.
- b. Asset Management Committee will document the returned kits details (kit asset numbers and return date) of the loaned Returnable Kits on the request form.
- c. The requesting organization will deliver the Returnable Kits, complete, undamaged, unmodified, and in good working order, to the location requested by Asset Management no later than the Due Date (which is normally March 1 of the following year).
- d. Asset Management Committee will document the details of kit inventory on each loaned kit's Returnable Kit inventory sheet, including any items that are missing.
- e. Asset Management will document the details of kit testing on each loaned kit's Returnable Kit inventory sheet including any items damaged, modified, or not in good working order.
- f. If the loaned Returnable Kit is not returned complete and in good working order:
 - 1) RMBEST will invoice the requesting organization POC indicating that requesting organization POC will pay RMBEST within 30 days for the replacement / repair / shipping costs for any parts missing or non-functional when tested by Asset Management Committee.
 - 2) RMBEST will invoice the recipient and that requesting organization POC will pay RMBEST within 30 days for the replacement cost plus shipping of each complete loaned Returnable Kit (approximately \$800 each) if the requesting organization POC does not return the kits by the Due Date or make arrangements to return them immediately.
 - 3) Asset Management Committee will provide information to the BoD Treasurer and request an invoice be sent to the recipient for problems described in d. or e. above. In these cases the results of the inventory and testing will be included as an attachment to the invoice.
- g. The requesting organization will return the loaned Returnable Kits to RMBEST within 30 days if the requesting organization becomes an inactive BEST Hub, cannot host Kickoff, or if their Organization no longer uses the loaned Returnable kits.

The above Returnable Kit Loan Policy and attached Form – **RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER02** was approved and adopted by the Board of Directors of Rocky Mountain BEST on the 20th day of December 2015.

Secretary

Attached:
RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER02