



## Recognizing Student Excellence in Robotics

### **2024-2025 Timeline for Advisors**

This resource is designed to assist chapter advisors and school administrators, ensuring the successful completion of all program elements. The provided timeline includes flexible windows to allow for integration with existing school programs.

#### **July 1 - October 31**

- Update returning chapter memberships online and pay the \$100 annual chapter fee.
- Complete this through your [robotevents.com](https://robotevents.com) IRHS dashboard.
- Upload your IRHS charter to your dashboard.

#### **July 1 - November 30**

- New high schools can apply to start an IRHS chapter.
- Upon approval, upload your IRHS charter to your dashboard.

#### **September 1 - May 30**

- Conduct chapter meetings, led by elected student leaders.

#### **October 1**

- Open the student application process, allowing ample time for students to gather required information.

#### **November 1**

- IRHS Service Award Online Challenge opens.

#### **January 31**

- IRHS Service Award Online Challenge closes.
- Close the student application process.

#### **February 3 - February 28**

- Review applications. The school advisory group will assess student applications and notify students of their decisions.

## **March 14**

- Order supplies from Jostens (certificates, stoles, cords, pins, and patches) to ensure timely delivery for the induction ceremony and graduation.

## **Spring**

- Conduct the induction ceremony. This can be a stand-alone event or part of an existing academic awards ceremony. Ensure a planning group is in place and share your event photos.

## **End of School Year**

- Elect student leaders during a chapter meeting to prepare for the next school year.

## **Seniors**

- Invite seniors to join the Alumni Association. Additional information is available [here](#).

## **May 1 - June 30**

- Complete end-of-year reporting and program debrief.

## **Service Projects**

- Schedule service projects at any time during the year, as opportunities arise in the fall, winter, spring, and summer. We aim to provide flexibility in timing for these initiatives.