# School Team Organization Documentation Template

## Step 1: Complete the Letter Below

Use the example below to create a letter on your school's official letterhead, fill in the blanks, check the applicable boxes, and have it signed by a school or district administrator.

## Notes for Coaches

- The completed and signed letter serves as proof that the school recognizes the team. No additional documentation is required unless specifically requested.
- The letter must be on official school letterhead and signed by a school or district administrator.
- The letter must confirm every item listed below.
- Keep a copy for your records.

*[School Letterhead]*

*[Date]*

To Whom It May Concern,

This letter serves as confirmation that:

**Team Name:** _____

**Organization / Team Number(s):**_____

**School Name:** _____

**Primary Coach Name:** _____

**Primary Coach is a:** ☐ Parent ☐ Staff Member ☐ Other_____

(check all that apply)

...is an officially recognized school-based organization at **[School Name]**, a **[public / charter / private]** school located in **[City, State]**. The team is officially sponsored and supported by the school, and the designing, physical construction, and programming of the robot is done on school grounds or another location approved by school or school district leadership.

**[Faculty member / authorized school liaison or representative name]** serves as the primary team coach and supervises the team during robot building and during competition events. The administrator/organization contact listed above has a verified school email address, and the school or school district has, or will have, access to the organization/team account in VEX Events if the primary coach leaves the organization/team.

The school or school district ensures all students and adult team members complete and adhere to the Global Robotics Consent Form. The Primary Coach of the team will submit proof that the school recognizes the team and confirms that the team meets the requirements above.

If further information is needed, I can be reached at **[Administrator Email]** and **[Administrator Phone Number]**.

Sincerely,

*[Administrator's Name]*

*[Administrator's Title]*

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