

New Hub Licensing Process

March-October (Game Year – 1)

- Potential new hubs (including contact info) are routed to Executive Director no matter how the contact may first be established.
- Executive Director supplies potential new hub with an information package. This package is posted on the BEST Robotics website as well (<http://www.bestinc.org/NewHubApp.pdf>) and includes the following
 - Requirements (this procedure, hub policies & procedures, hub operations handbook, BEST calendar, budget estimating tool, etc.)
 - License Request Application/Template
 - License Request Process (how & where to send the application, when to expect a response, etc.). Applications are now accepted directly online.

November/December (Game Year – 1)

- New hub pays for and attends a New Hub Workshop (assumed to be in Nov/Dec at one of the Championships but other arrangements may be made).

January (Game Year)

- New Hub license request application is completed and presented to Executive Director by mid-January.
- New Hub license requests are reviewed/approved by the Board of Directors along with all other Hub Sanctioning reviews.

February (Game Year)

- If approved,
 - Hub is notified by correspondence from Executive Director.
 - Hub license agreement is distributed around Feb 1 along with all other approved hubs.
 - Hub license fee invoice is distributed to the Hub point of contact (assumed hub director) around Feb 1
- Board of Directors has discretion to approve new hub license requests up until Prototype Season Kickoff (1st weekend in March).

All other activities are identical for all hubs (new or continuing).