

[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 (check all that apply))

is an officially recognized school-based organization at [School Name], a [public/charter/private] school located in [City, State], and fulfills the following criteria:

- The team is officially sponsored/supported by the school.
- The designing, physical construction, and programming of robots is done on school grounds or authorized location as approved by school or school district leadership.
- A faculty member of the school or an authorized school liaison or representative of the school serves as the primary team coach, and supervises teams during robot building and during competition events.
- The Administration/Organization contact in RobotEvents has a verified school email address.
- The school or school district has or will have access to the organization/team account in RobotEvents in the event the Primary Coach leaves the organization/team.
- The school or school district ensures all students and adult team members complete and adhere to the requirements in the RECF Participant Release Form.
- The Primary Coach of the team will submit proof that the school recognizes the team and confirms that the team meets the requirements of the previous criteria.

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

Sincerely,

[Administrator's Name]

[Administrator's Title]