



Training and
Support

2018-2019 *FIRST*® Tech Challenge

Dean's List Award Nomination Guide – North America

ROVER RUCKUS



Presented By

Qualcomm

www.firstinspires.org

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What is the FIRST® Tech Challenge Dean's List Award?

In an effort to recognize the leadership and dedication of FIRST's most outstanding FIRST Tech Challenge students, the Kamen family sponsors an award for selected top students known as the FIRST Dean's List. Since its introduction in 2010, the FIRST Dean's List award has attracted the attention of prestigious colleges and universities who desire to recruit FIRST Dean's List students. Similar to the very prestigious National Merit Scholarship Award winners, there are three (3) "categories" of FIRST Dean's List Award students:

1. **FIRST Dean's List Semi-finalists**
 - a. FIRST Dean's List Semi-finalists are the students nominated by each team to compete for the FIRST Dean's List Finalist spots.
2. **FIRST Dean's List Finalists**
 - a. The students selected to be recognized at each State/Regions Championship that are in the running for the FIRST Dean's List Winner spots.
3. **FIRST Dean's List Winners**
 - a. The group of 10 students who are the final selection for the Dean's List Award at the FIRST World Championship.

Each FIRST Tech Challenge team is invited to select up to two (2) students who are in the 10th or 11th grade (sophomores or juniors) as FIRST Dean's List Semi-Finalists. In deciding which students to nominate, mentors should consider the impact the award will have on the nominated student. For example, mentors may choose to nominate a junior whose college acceptance prospects would be enhanced by both the nomination and any subsequent advancement in the competition. A mentor may only submit their two (2) FIRST Dean's List Semi-finalists to compete for the FIRST Dean's List Finalist designation at one Championship Tournament.

Dean's List Award Criteria

Criteria for selection of the FIRST Dean's List shall include, but not be limited to a student's:

- Demonstrated leadership and commitment to the ideals of FIRST;
- Interest in and passion for a long-term commitment to FIRST and its ideals;
- Overall individual contribution to their team;
- Technical expertise and passion;
- Entrepreneurship and creativity;
- Ability to motivate and lead fellow team members; and
- Ability to effectively increase awareness of FIRST in their school and community.

Who is Eligible?

Any team member in North America (includes Canada and Mexico) who is in 10th or 11th grade may be nominated for the Dean's List Award. However, each team may only submit two nominations. Students who are in 10th and 11th grade that mentor the team (and do not actively participate as members of the team) are not eligible. International teams are not eligible for the Dean's List Award.

What is the Deadline to Submit a Nomination?

Nominations for the Dean's List Award for the 2018-2019 season will open on September 10, 2018.

The deadline to make a submission will be the 15th of the month prior to the event where the student will be interviewed. The nomination window will close on the 15th at 11:59pm EST. For example:

December 2018

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4			7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
6					11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Qualifying Tournament (12)

Interview Only Event (18)

League Tournament (26)

A red box highlights December 14th with the text "Deadline for ALL January 2019 Submissions". A red arrow points from this box to the 15th of January. Another red box highlights January 1st with the text "All events will have a submission deadline of the 15th of the month prior to the event where the team will be competing. In this case the deadline will be December 15th, 2018". Red arrows point from this box to the 15th of January and the 1st of February.

Submitting the Nomination

Deciding Which Students to Nominate

The entire FIRST Tech Challenge team should work together to determine which two of their teammates they feel should be nominated for the Dean's List Award. Although it is the mentor/coach who submits the nomination into FIRST's system, the team as a whole must verify the accuracy of the submission. FIRST is relying upon the team for the veracity and accuracy of the submission data.

Who Submits the Nominations?

A mentor of the team who is unrelated to the student being nominated can submit the nomination for the Dean's List Award. However, only the main and alternate contacts are able to submit nominations through the Team Registration System. If the mentor or coach (who is not listed as the main or alternate contact in the Team Registration System) would like to nominate a student for the Dean's List Award, they must send the nomination essay and required information to the team's main or alternate contact to be officially submitted through the Team Registration System. All nominations *must* be entered through the system, any nominations sent straight to FIRST will not be considered.

It can be common when reviewing the submission that the main and/or alternate contact are related to the student, but the nomination is from a non-relative coach or mentor. In instances when a non-relative coach/mentor not listed as the main or alternate contact, FIRST Tech Challenge has required that the nomination be submitted with the coach or mentor's name at the end of the nomination essay. The name added to the end of the essay does count against the 4,000 character limit.

What Information is Required for the Nomination?

Although a single coach or mentor must submit the nomination, the entire team must verify the accuracy of the submission. *FIRST* is relying upon the team for veracity and accuracy of the submission data.

The mentor or coach, who is not related to either of the students chosen as the team's Dean's List Semi-finalists, should gather the required information for the student team member to interview for the *FIRST* Dean's List Finalist designation at one (1) Qualifying Event, League Tournament or Interview Only Event. Applications will require:

- Nominee Name
- Nominee Grade
- Nominee GPA
- Qualifying Event for the Dean's List Interview to take place
- Nomination essay of no more than 4,000 characters (spaces and punctuation are included in this limit)
- Student Address (if the student is not registered in the Student Registration System)
 - Coaches can use the address of the school

A photograph of the *FIRST* Dean's List Semi-finalist is optional. Coaches can only submit one photo of the student, and *FIRST* encourages that the photo is a head shot of the student. The essay submission and such photos may be used, in promotion of the recipient and/or the award, at the discretion of *FIRST*.

What Information Should Be Included in the Essay?

The Dean's List Award honors students who are true ambassadors of *FIRST*. These students are leaders who participate in fundraising, outreach, and spreading the word about *FIRST*; all the while excelling in school and other extracurricular endeavors. When writing the essay, here are some tips to keep in mind:

- How are they a leader?
- How have they helped increase the awareness of *FIRST*?
- Describe the student's interest and passion that demonstrates their long-term commitment to *FIRST*.
- Describe their technical expertise.
- Describe their entrepreneurship and creativity
- What are the student's *individual* contributions to outreach or fundraising efforts?
- What are the student's *individual* contributions to the Team, whether it is building, programming, team captain, etc.?
- Is not necessary to include the student's activities outside of *FIRST*; focus on *FIRST* related activities.

When writing the essay, it is important to remember that this essay is a vital tool used to decide which students should advance to the next level. Only including a few short sentences in the essay can limit an otherwise great candidate from moving to the next level. Try to be as detailed as possible while remaining in the 4,000 character limit. Submissions made without an essay will not be considered for an interview.

***FIRST* Robotics Competition/*FIRST* Tech Challenge**

Students from both *FIRST* Robotics Competition and *FIRST* Tech Challenge are eligible to be nominated for the Dean's List Award in their State's region/program. There is no rule that states a student cannot be nominated for both programs. However, the coach or mentor writing the nomination should focus the essay on the student's accomplishments in the program in which they are being nominated. If the student is being nominated in each, the coach/mentor should adjust the content of each essay to the specific program.

Which Event Should I Apply For?

There are three levels of competition where a Dean's List Semi-finalist must be interviewed:

- Qualifying Tournament
- League Championship
- Interview Only (for regions that have not yet implemented Qualifying Tournaments or League structures).

It is **required** that the coach/mentor making the nomination choose an event within their own state/region AND an event where they will be competing for the Semi-finalist to be interviewed. This is a vital step as the nomination along with notes from the interview feed up to the State/Region Championship. Only if a state does not have events should a Coach/Mentor apply for a different region.

States that only hold Championship events must look for the "Interview Only" events that have been created for their region. These events will have the same date of the State/Region Championship. Nominations must be submitted for these events in order for the interview to be scheduled prior to the Championship event.

Interviews are not done at the Championship level; these will take place remotely. The following list shows each state that has an Interview Only event to apply for:

Alabama	Alberta, Canada	British Columbia, Canada	Delaware	Idaho
Mexico	Nebraska	New Hampshire	North Dakota	South Carolina
Tennessee	Vermont	West Virginia	Wyoming	

How Are Students Notified if They Advanced to the Next Level?

Semi-Finalists

Once a student is nominated, they are automatically considered a Semi-finalist. An email confirmation will be sent to the student, the submitter of the nomination, and the student's parent (if registered in the Student Registration System) notifying them of the submission. The email will include the nomination essay as well as where the interview will take place.

Finalists

Finalists for each State/Region will be announced at their State/Regions Championship Tournament. Generally, the students will be announced at the opening or closing ceremony; however, this is subject to change based on each region.

Award Winners

At the FIRST Championship, all FIRST Dean's List Finalists will be considered for the award as applicable. No interviews will take place at FIRST Championship. Judges will use the essays provided and any interview feedback available. Finalists do not need to be present at the FIRST Championship to be considered. Ten (10) FIRST Robotics Competition students will be selected as FIRST Robotics Competition Dean's List Award Winners and ten (10) FIRST Tech Challenge students will be selected as FIRST Tech Challenge Dean's List Award Winners.

The ten FIRST Tech Challenge Dean's List Award Winners and ten FIRST Robotics Competition Dean's List Award winners will each receive the following:

- A unique trophy and recognition at FIRST Championship
- A written recommendation from FIRST leadership to the college(s) or employers of their choice
- The original team of the winning student will receive a credit toward the next season's registration fee.
- A commemorative plaque for the student's school

- An invitation for them and a chaperone to attend an expense paid FIRST Dean's List Award Summit at FIRST headquarters in Manchester, NH; and
- An opportunity to work with all members of the FIRST Dean's list and FIRST leaders to advance the Alumni mission of FIRST.

Number of Advancing Finalists by Region

The number of Semi-finalists that will move onto the next level as Finalists depends upon the region. Regions with larger team numbers will have additional spots to advance students. Below outlines the number of advancing Finalists by region:

2 Finalists	3 Finalists	4 Finalists
<ul style="list-style-type: none"> • Alabama • Alberta, Canada • Arkansas • British Columbia, Canada • Connecticut • Delaware • Hawaii • Idaho • Kentucky • Louisiana • Mexico • Montana • Nebraska • Nevada • New Hampshire • North Dakota • South Carolina • Vermont • West Virginia • Wyoming 	<ul style="list-style-type: none"> • Alaska • Arizona • California – San Diego • Colorado • Georgia • Indiana • Maryland • Massachusetts • Mississippi • New York – Excelsior • New York – Hudson Valley • New York – Long Island • New York – NYC • North Carolina • Ohio • Oklahoma • Pennsylvania • Rhode Island • Texas – Houston • Texas – Lubbock • Utah • Wisconsin 	<ul style="list-style-type: none"> • California – LA • California – NorCal • Florida • Illinois • Iowa • Minnesota • Missouri • New Jersey • Oregon • Texas – Arlington • Texas – San Antonio • Virginia • Washington

Dean's List Submission Instructions

From the Team Registration Dashboard, select the appropriate team number. Under team options, click the button for “Certificates & Awards”. The team must not have any outstanding tasks and must have paid for registration to submit for the Dean’s List Award.

The screenshot shows the 'DASHBOARD' page with three main tabs: 'MY TEAMS', 'PARENT/GUARDIAN', and 'VOLUNTEER REGISTRATION'. The 'MY TEAMS' tab is active, displaying a 'Teams List' for 'Dean's List Test Team' with ID #201701535. On the left, under 'Team Options', the 'Certificates & Awards' button is highlighted with a red box and a red arrow pointing to it from above. In the center, the 'Team Finances' section shows a 'Balance Due' of '\$275', which is also highlighted with a red box and a red arrow pointing to it from above. A message box at the top right states: 'All tasks MUST be completed before nominating a student.' and 'Team Registration fee MUST be paid before nominating a student.' To the right, the 'Team Contacts/Roster' section shows contact counts: Primary Contacts (1), Youth Members (0), Other Contacts (0), and Invite Contacts (0). Buttons for 'Review Outstanding Tasks' and 'Contact Options' are also present.

Click “FTC Dean’s List Awards Submission”

This screenshot shows the same dashboard after clicking the 'Certificates & Awards' button. The 'Outstanding Tasks' dropdown now shows '2' instead of '3', indicating tasks have been completed. The 'Certificates & Awards' button is now highlighted with a red box and a red arrow pointing to it from below. A new button labeled 'FTC Dean's List Awards Submission' has appeared at the bottom of the 'Certificates & Awards' dropdown menu, also highlighted with a red box and a red arrow pointing to it from below.

On the next screen, the “region” field is automatically populated based on the team’s location. The team must next choose the event where they will be competing, as this is where the nominee will be interviewed.

DEAN'S LIST AWARDS

< Back to Dashboard

First Nominee

Second Nominee (optional)

Region

Alabama

Event types associated with the region

Please Select or Type

After selecting the event where the nominee will be competing, you must choose the student from the dropdown list. You will also need to fill in the student's GPA.

DEAN'S LIST AWARDS

< Back to Dashboard

First Nominee

Second Nominee (optional)

Region

New Hampshire

Event types associated with the region

Please Select

Youth

Please Select

GPA (0.0 - 4.0)

Please Select

DEAN'S LIST AWARDS

< Back to Dashboard

First Nominee

Second Nominee (optional)

Region

New Hampshire

Event types associated with the region

Please Select or Type

Youth

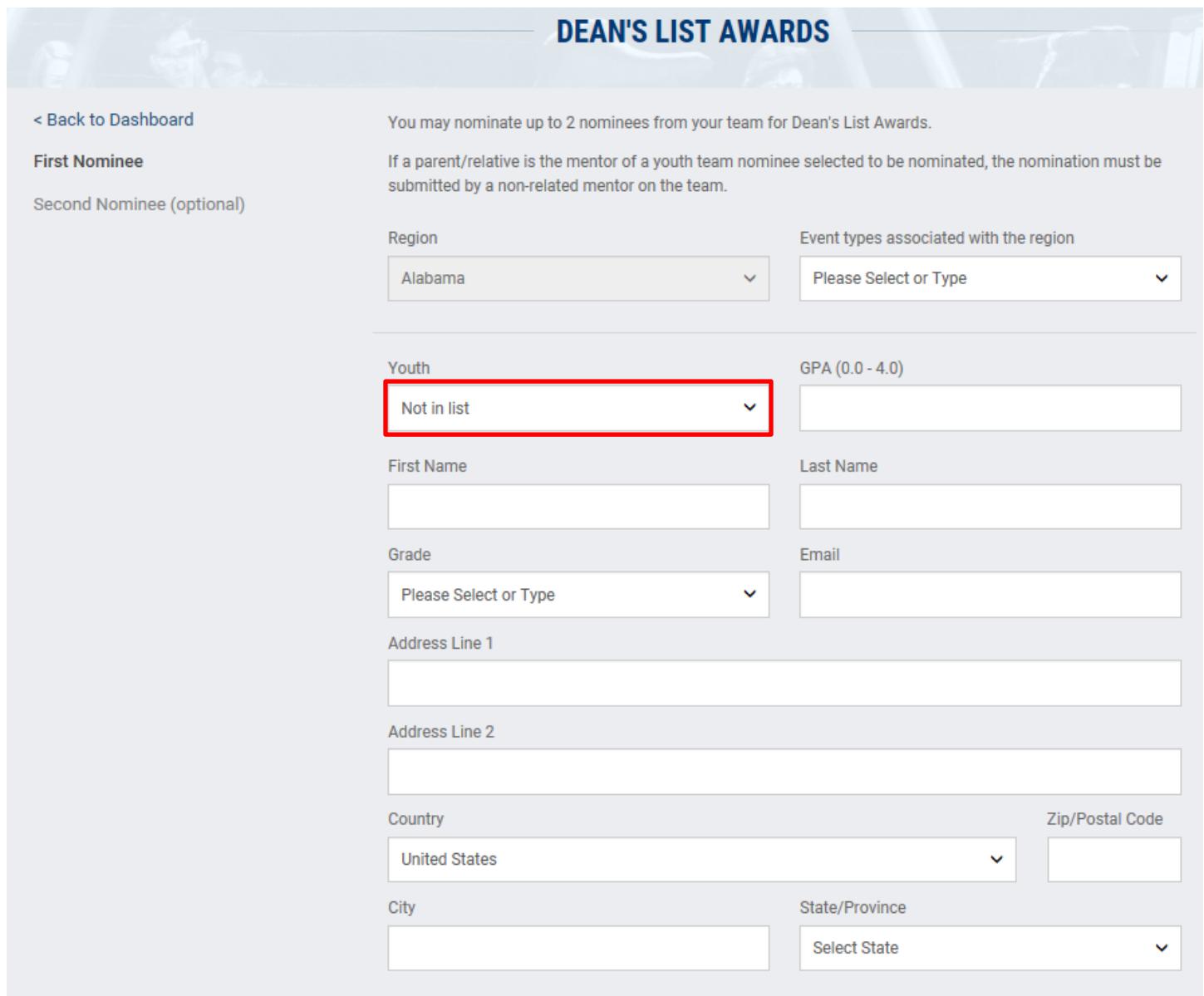
Please Select or Type

John Smith
Not in list

GPA (0.0 - 4.0)

Last Name

If the student is not listed in the dropdown, select “Not in list”. You will then need to manually add the nominee’s information into the system.



The screenshot shows the 'DEAN'S LIST AWARDS' nomination form. At the top, there is a link to 'Back to Dashboard'. A note states: 'You may nominate up to 2 nominees from your team for Dean's List Awards. If a parent/relative is the mentor of a youth team nominee selected to be nominated, the nomination must be submitted by a non-related mentor on the team.' The form includes fields for 'Region' (Alabama), 'Event types associated with the region' (Please Select or Type), 'Youth' (Not in list), 'GPA (0.0 - 4.0)' (empty), 'First Name' (empty), 'Last Name' (empty), 'Grade' (Please Select or Type), 'Email' (empty), 'Address Line 1' (empty), 'Address Line 2' (empty), 'Country' (United States), 'Zip/Postal Code' (empty), 'City' (empty), and 'State/Province' (Select State). The 'Not in list' option in the Youth dropdown is highlighted with a red border.

Once you have chosen the student and filled out the required information, enter the student's nomination essay. The essay has a limit of 4,000 characters (this includes spaces and punctuation). If the submission is from a non-parent coach or mentor, be sure to include the name of the person nominating the student in the essay. This does count against the 4,000 character limit, however this is necessary if the main and/or alternate contact entering the nomination into the system is related to the student.

Explanation in support of nomination, including:

- Leadership and commitment to the ideals of FIRST®
- Interest in and passion for a long term commitment to the FIRST® and its ideals
- Overall individual contribution to their team
- Technical expertise and passion
- Entrepreneurship and creativity
- Ability to motivate and lead fellow team members
- Effectiveness at increasing awareness of FIRST® in their school and community
- Explanation needs to be limited to 4000 characters.

John Smith deserves to be nominated for the Dean's List Award because.....

3926 characters left

Counter will track how many characters are left of the 4,000 character limit. This limit includes spaces and punctuation.

One picture may be added to the submission however this is optional.. Make sure that the picture is less than 500kb.

Once you have completed the nomination, Check the acknowledgement box, and click "Save Changes". ALL fields (except for the photo, which is optional) on the nomination screen must be filled out to save changes.

Add Picture

ADD IMAGE
+

File type must be .jpg or .gif and size < 500 KB

Pictures may need to be cropped to stay within the size limitations.

I acknowledge that the youth team members of the team have verified the accuracy of this submission.

SAVE CHANGES

If you would like to make a second submission, navigate back to the top of the page. Select “Second Nominee” and repeat the same steps for the second nominee.

The screenshot shows a web-based nomination form for the FIRST Tech Challenge Dean's List Awards. At the top, it says "TEST MODE" and "DEAN'S LIST AWARDS". Below that, there's a "First Nominee" section and a "Second Nominee (optional)" section, which is highlighted with a red box. The "Second Nominee" section includes fields for "Region" (set to "New Hampshire") and "Event types associated with the region" (with a dropdown menu showing "Please Select"). There's also a note: "You may nominate up to 2 nominees from your team for Dean's List Awards. If a parent/relative is the mentor of a youth team nominee selected to be nominated, the nomination must be submitted by a non-related mentor on the team."

IMPORTANT: The second student nomination must be for the same event chosen for the first student nomination. If you choose to submit only one student to an event, you will not be able to go back and add another student to a later event once the deadline has passed.

Appendix A – Resources

Game Forum Q&A

<http://ftcforum.usfirst.org/forum.php>

Anyone may view questions and answers within the FIRST® Tech Challenge Game Q&A forum without a password. To submit a new question, you must have a unique Q&A System User Name and Password for your team.

FIRST Tech Challenge Game Manuals

Part 1 and 2 - <https://www.firstinspires.org/resource-library/ftc/game-and-season-info>

FIRST Headquarters Pre-Event Support

Phone: 603-666-3906

Mon – Fri

8:30am – 5:00pm

Email: firsttechchallenge@firstinspires.org

FIRST Websites

FIRST homepage – www.firstinspires.org

[FIRST Tech Challenge Page](#) – For everything FIRST Tech Challenge.

[FIRST Tech Challenge Volunteer Resources](#) – To access public Volunteer Manuals.

[FIRST Tech Challenge Event Schedule](#) – Find FIRST Tech Challenge events in your area.

FIRST Tech Challenge Social Media

[FIRST Tech Challenge Twitter Feed](#) - If you are on Twitter, follow the FIRST Tech Challenge Twitter feed for news updates.

[FIRST Tech Challenge Facebook page](#) - If you are on Facebook, follow the FIRST Tech Challenge page for news updates.

[FIRST Tech Challenge YouTube Channel](#) – Contains training videos, Game animations, news clips, and more.

[FIRST Tech Challenge Blog](#) – Weekly articles for the FIRST Tech Challenge community, including Outstanding Volunteer Recognition!

[FIRST Tech Challenge Team Email Blasts](#) – contain the most recent FIRST Tech Challenge news for Teams.

Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email firsttechchallenge@firstinspires.org. Thank you!