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*FIRST® GAME CHANGERS<sup>SM</sup> powered by Star Wars: Force for Change*  
2020-2021 *FIRST® Tech Challenge*

# Dean's List Nomination Guide - US



[FIRSTINSPIRES.ORG/ROBOTICS/FTC](http://FIRSTINSPIRES.ORG/ROBOTICS/FTC)

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Revision	Date	Description
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## Introduction

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### What is FIRST® Tech Challenge?

FIRST® Tech Challenge is a student-centered program that focuses on giving students a unique and stimulating experience. Each year, teams engage in a new game where they design, build, test, and program autonomous and driver operated robots that must perform a series of tasks. To learn more about FIRST® Tech Challenge and other FIRST® Programs, visit [www.firstinspires.org](http://www.firstinspires.org).

### FIRST Core Values

We express the FIRST® philosophies of *Gracious Professionalism*® and *Coopertition*® through our Core Values:

- **Discovery:** *We explore new skills and ideas.*
- **Innovation:** *We use creativity and persistence to solve problems.*
- **Impact:** *We apply what we learn to improve our world.*
- **Inclusion:** *We respect each other and embrace our differences.*
- **Teamwork:** *We are stronger when we work together.*
- **Fun:** *We enjoy and celebrate what we do!*

## Gracious Professionalism®

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FIRST® uses this term to describe our programs' intent.

*Gracious Professionalism*® is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

Watch Dr. Woodie Flowers explain *Gracious Professionalism* in this [short video](#).

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

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In an effort to recognize the leadership and dedication of FIRST's most outstanding secondary school students, the Kamen family sponsors an award for selected 10<sup>th</sup> and 11<sup>th</sup> grade students known as the FIRST Robotics Competition and FIRST Tech Challenge Dean's List.

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** – comprised of the two (2) students in their 10<sup>th</sup> or 11<sup>th</sup> grade school year nominated by each team.
2. **FIRST Dean's List Finalists** – comprised of the students (2, 3, or 4, depending on the region) selected at each State/Regions Championship.
3. **FIRST Dean's List Winners** – comprised of the ten (10) FIRST Robotics Competition and ten (10) FIRST Tech Challenge students selected from the applicable FIRST Dean's List finalists at the FIRST Championship.

The students who earn FIRST Dean's List Award status as a semi-finalists, finalist or winner, are great examples of student leaders who have led their teams and communities to increased awareness for FIRST and its mission. These students have also achieved personal technical expertise and accomplishment. It is

*FIRST's* that these individuals will continue, post-award, as great leaders, student alumni, and advocates of *FIRST*.

Prestigious colleges have expressed great interest in meeting *FIRST* Dean's List's Award winners and *FIRST* hopes that each team will take advantage of the opportunity to nominate the most qualified students as *FIRST* Dean's List Nominees!

## Dean's List Award Criteria

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

- Demonstrated leadership and commitment to *FIRST* Core Values
- Effectiveness at increasing awareness of *FIRST* in their school and community
- Interest in and passion for a long-term commitment to *FIRST*
- Overall individual contribution to their team
- Technical expertise and passion
- Entrepreneurship and creativity
- Ability to motivate and lead fellow team members

## Who is Eligible?

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Any team member in North America (includes Canada and Mexico) who is in 10<sup>th</sup> or 11<sup>th</sup> grade may be nominated for the Dean's List Award. Each team may only submit two nominations. Students who are in 10<sup>th</sup> and 11<sup>th</sup> grade that mentor the team (and do not actively participate as members of the team) are not eligible. Teams must have two screened coaches and also must have paid the current season's registration fee to be eligible.

## What is the Deadline to Submit a Nomination?

The deadline to make a submission will be the 15<sup>th</sup> of the month prior to the event where the student will be competing. **The nomination window will close on the 15<sup>th</sup> at 11:59pm Eastern time.** For example:

2020 DECEMBER							2021 JANUARY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4					9
13	14	15	16			19	10	11					16
20	21	22	23			26	17	18					23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
							31	1	2	3	4	5	6

Annotations in the image:

- A red box highlights December 15, 2020, with an arrow pointing to it from a text box: "Deadline for ALL January 2021 nominations".
- A red box highlights the period from January 9 to January 23, 2021, with an arrow pointing to it from a text box: "All events will have a deadline of the 15<sup>th</sup> of the month prior to the event where the team will be competing. In all of these cases, the deadline will be December 15<sup>th</sup>, 2020".
- Arrows from the red box point to specific events: "9 Qualifying Tournament", "16 League Tournament", and "23 Interview Only Event".

## 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. *FIRST* is relying upon the team for the veracity and accuracy of the submission data.

### Who Submits the Nominations?

A mentor or coach of the team who is unrelated to the student being nominated can submit the nomination for the Dean's List Award. This can either be done by the lead coach 1 or 2, or by a role called Dean' List Award Submitter.

### Lead Coach 1 and 2

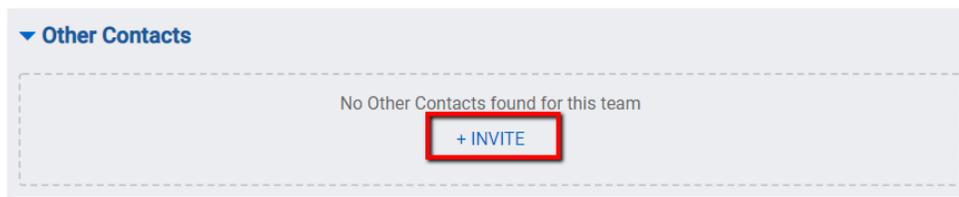
The lead coaches 1 and 2 can make the nomination through the team dashboard. If a mentor or coach (who is not listed as the main or alternate contact in the team dashboard) would like to nominate a student for the Dean's List Award, they can send the nomination essay and required information to the team's lead coach 1 or 2 to be officially submitted through the team dashboard or be added as a Dean's List Award Submitter (covered in the next section). All nominations **must** be entered through the system, any nominations sent straight to *FIRST* will not be considered.

In instances when a student's parent(s) are listed as the lead coach 1 and 2, but the non-relative coach/mentor is writing the nomination, *FIRST* Tech Challenge has required that the non-relative mentor or coaches name be added to the end of the nomination essay. The name added to the end of the essay does count against the 4,000-character limit.

### Dean's List Award Submitter

The lead coach 1 or 2 has the option to add the role “Dean's List Award Submitter” to the team to complete the nomination. Follow these steps to add this role to the team from the team's dashboard.

Click “Other Contacts” from the team dashboard. Click “Invite”



Select “Dean's List Award Submitter” and enter the full name and email address of the person who will be submitting the nomination.

**Invite Team Contacts** ✕

FIRST Tech Challenge Team# 15934

All fields are required

* Contact Type	Full Name	Email Address
Please Select <span>▼</span> Please Select Lead Coach/Mentor 2 Team Administrator Mentor Youth Mentor Corporate School Scholarship Guidance Technical <b>Dean's List Award Submitter</b>	<input type="text"/>	<input type="text"/>

**add another**

Email me a copy **Cancel** **Send Invitation**

PERSON YOUTH TEAM MEMBERS

## 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 tournament, league tournament or interview only event.

Applications will require:

- Nominee name
- Nominee year of graduation
  - This award is intended for students who are two (2) to three (3) years away from entering college or university. Students that would be attending college or university in the next academic year are not eligible.
- Nominee GPA – Although the award is not strictly academic, the GPA may be considered when determining a student's academic excellence. Mentors will enter the nominee's GPA and any qualifying details. Mentors will have 200 characters to describe academic excellence. Examples include:
  - 3.8 on a 4.0 scale
  - Note that the GPA is weighted, 4.2 on a 4.0 scale
  - 94% on a scale of 100%
- Tournament for the Dean's List interview to take place (where the team will be competing)
- 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 Youth 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 nomination essay 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 is the student a leader?
- How has the student 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. Nominations 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/region's 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?**

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

- Qualifying Tournament
- League Tournament
- 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 there may be exceptions to apply in another region.

### ***Interview Only Events***

A separate category of "Interview Only" events have been created for those regions that only have championship tournaments, and do not host qualifying tournaments or league tournaments. The purpose of the interview only event is to ensure that each semi-finalist within those regions has an event to apply their nomination to and will be interviewed prior to the state championship.

Teams unsure of which event to apply to should contact [FTCDeansList@firstinspires.org](mailto:FTCDeansList@firstinspires.org).

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

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### ***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/region's 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 seasons 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*.

\*For the 2020-2021 season, these activities will be reviewed at a later date to determine if it is feasible to host these in person events.

## 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:

### North America

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

## Dean's List Nomination 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.

**DASHBOARD**

MY TEAMS      PARENT/GUARDIAN      VOLUNTEER REGISTRATION

CREATE NEW TEAM(S)

Teams List

Dean's List Test Team      #201701535      FIRST®      Individual Team

Team Options	Team Finances	Team Contacts/Roster
<ul style="list-style-type: none"> <li>Outstanding Tasks (3) ▼</li> <li>Team Information ▼</li> <li>Parts &amp; Products ▼</li> <li>Certificates &amp; Awards ▼</li> </ul>	<ul style="list-style-type: none"> <li>Balance Due <b>\$275</b></li> <li>Credit Balance \$0</li> <li>Payments to FIRST \$0</li> <li>Funds &amp; Grants \$0</li> </ul>	<ul style="list-style-type: none"> <li>Primary Contacts 1</li> <li>Youth Members 0</li> <li>Other Contacts 0</li> <li>Invite Contacts</li> </ul>

Review Outstanding Tasks      Contact Options ▼

- Click “FTC Dean's List Awards Submission”

**DASHBOARD**

MY TEAMS      PARENT/GUARDIAN      VOLUNTEER REGISTRATION

CREATE NEW TEAM(S)

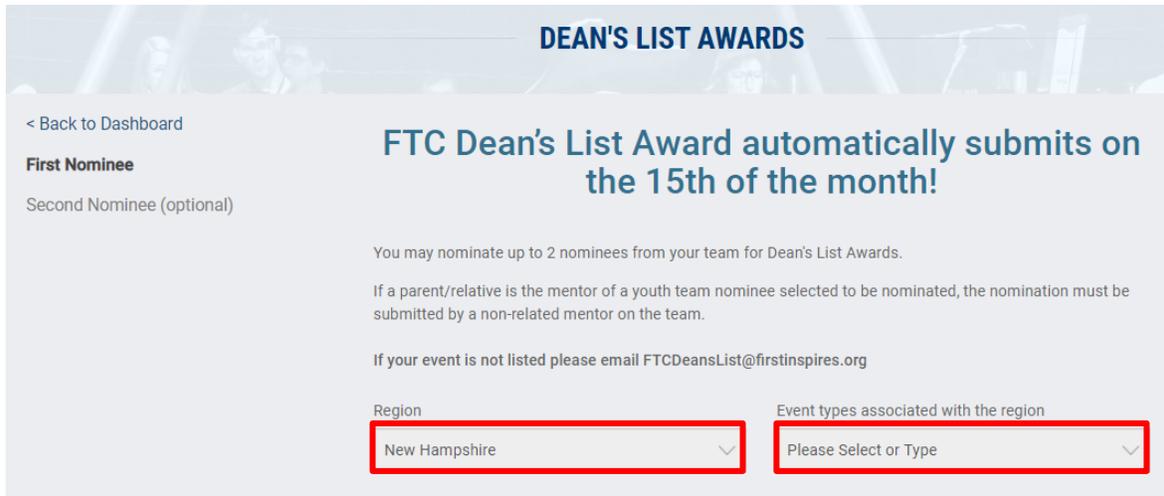
Teams List

Dean's List Test Team      #201701535      FIRST® Tech Challenge      Individual Team

Team Options	Team Finances	Team Contacts/Roster
<ul style="list-style-type: none"> <li>Outstanding Tasks (2) ▼</li> <li>Team Information ▼</li> <li>Parts &amp; Products ▼</li> <li>Certificates &amp; Awards ▼</li> <li>FTC Dean's List Awards Submission</li> </ul>	<ul style="list-style-type: none"> <li>Balance Due <b>\$275</b></li> <li>Credit Balance \$0</li> <li>Payments to FIRST \$0</li> <li>Funds &amp; Grants \$0</li> </ul>	<ul style="list-style-type: none"> <li>Primary Contacts 1</li> <li>Youth Members 0</li> <li>Other Contacts 0</li> <li>Invite Contacts</li> </ul>

Review Outstanding Tasks      Contact Options ▼

- 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)

### FTC Dean's List Award automatically submits on the 15th of the month!

You may nominate up to 2 nominees from your team for Dean's List Awards.

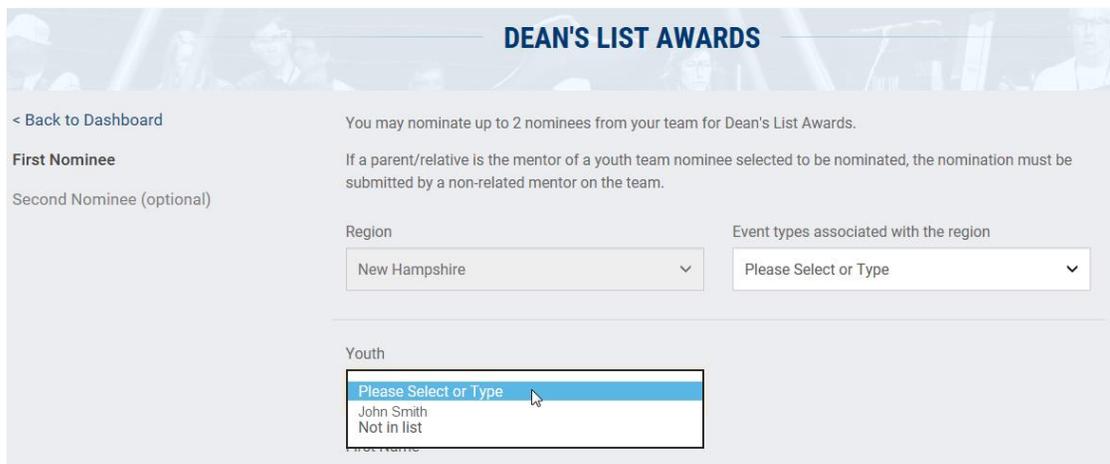
If a parent/relative is the mentor of a youth team nominee selected to be nominated, the nomination must be submitted by a non-related mentor on the team.

If your event is not listed please email [FTCDeansList@firstinspires.org](mailto:FTCDeansList@firstinspires.org)

Region: New Hampshire

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.



**DEAN'S LIST AWARDS**

< Back to Dashboard

**First Nominee**

Second Nominee (optional)

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.

Region: New Hampshire

Event types associated with the region: Please Select or Type

Youth

- Please Select or Type
- John Smith
- Not in list

### Student in List

If the student is in the list, select the student's name. The student's name, address, and email will populate (will not show on the screen). The mentor or coach nominating the student must then fill out the student's GPA and write the nomination essay of 4,000 characters or less.

Examples include:

- 3.8 on a 4.0 scale
- Note that the GPA is weighted, 4.2 on a 4.0 scale
- 94% on a scale of 100%

### Student Not in List

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.

Examples include:

- 3.8 on a 4.0 scale
- Note that the GPA is weighted, 4.2 on a 4.0 scale
- 94% on a scale of 100%

## Essay Nomination

Once you have chosen the student and filled out the required information, enter the student's nomination essay. The essay has four separate boxes with 1,000 character limits (the limit includes spaces and punctuation) for each box. Each box includes a prompt question that aligns with the Dean's List Award criteria. Coaches should follow each prompt and provide examples.

Explanation in support of nomination, including:

- Demonstrated leadership and commitment to FIRST Core Values®
- Effectiveness at increasing awareness of FIRST® in their school and community
- 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
- Explanation needs to be limited to 4000 characters, there are 4 separate entry fields below.

Explain how the student embodies the philosophies of Gracious Professionalism and Coopetition through the FIRST Core Values: Discovery, Innovation, Impact, Inclusion, Teamwork and Fun. Please provide examples.

1000 characters left

How has the student increased the awareness of FIRST? Describe the student's interests and/or plans to continue to engage with FIRST beyond high school. Please provide examples.

1000 characters left

Describe the student's technical expertise, entrepreneurship and creativity. How does the student's individual contributions to the team benefit the team as a whole in areas of fundraising, outreach, robot build, programming, etc.? Please provide examples.

1000 characters left

Explain the student's leadership to their fellow team members. How do they motivate others? What is their leadership style? Please provide examples.

1000 characters left

- 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

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

SAVE CHANGES

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

- 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.

TEST MODE

## DEAN'S LIST AWARDS

< Back to Dashboard

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.

Region: New Hampshire

Event types associated with the region: Please Select

First Nominee

Second Nominee (optional)

**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

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### **Game Forum Q&A**

<https://ftcforum.firstinspires.org/>

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 username 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](mailto:Firsttechchallenge@firstinspires.org)

### **FIRST Websites**

*FIRST* homepage – [www.firstinspires.org](http://www.firstinspires.org)

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

[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](mailto:firsttechchallenge@firstinspires.org). Thank you!