THE *FIRST*® IMPACT AWARD

The *FIRST*® Impact Award is the most prestigious award from *FIRST*, meant to recognize a team that embodies the *FIRST* Core Values and serves as a role model for other teams.

Use this workbook to organize and plan how you want to distribute your team's achievements and outreach between the elements of the submission. Submissions are due in early February, so start writing early!

Be sure to check out the *FIRST* Impact Award Resources provided by *FIRST* including recordings of previous team's submissions, recordings discussing the award and more!

IMPACT AWARD REQUIREMENTS

This workbook guides you through the key steps in writing your submission. Remember:

- ❑ **Executive Summary Limit: 500 characters per question**
- ❑ **Essay Limit: 10,000 characters** **(Includes spaces and Punctuation)**
- ❑ **Interview: 12 minutes**
- ❑ If you're feeling overwhelmed, you can break your submission down into a few elements:

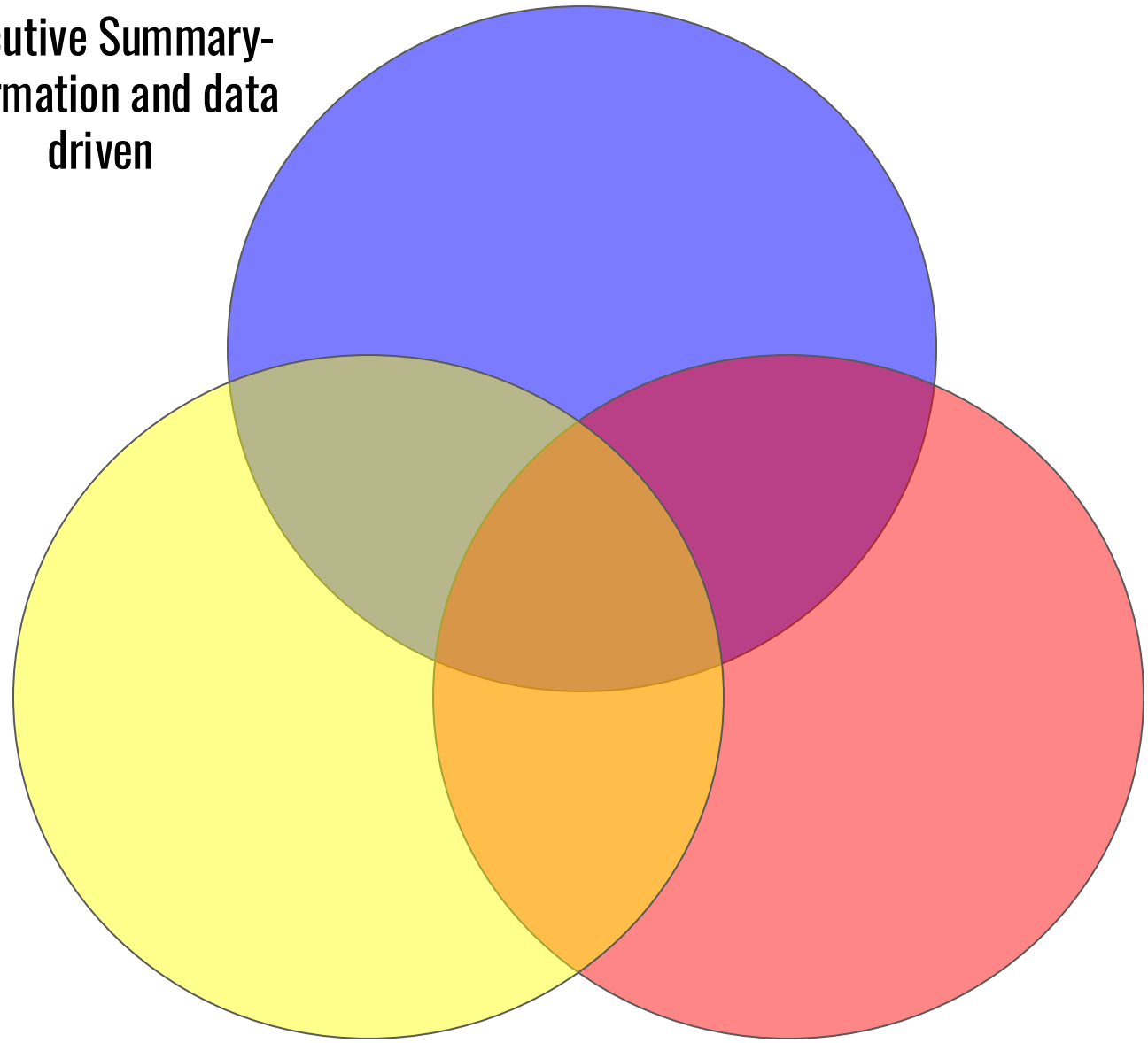
1. Getting Organized
2. Executive Summary
3. Essay
4. Documentation (recommended)
5. Presentation and Q&A
6. Video
7. Feedback

01 GETTING ORGANIZED

ACTIVITY

Write each of your team's programs, outreach initiatives and big achievements on a sticky note. Draw this Venn diagram on a whiteboard and discuss where to place each sticky note.

Executive Summary- information and data driven



Essay - more detailed explanation of your impact

Presentation - drive home your key points and why you have earned the Impact Award

02 EXECUTIVE SUMMARY

DISCUSSION

Use these questions to brainstorm ideas for your executive summary.

1. List **all** outreach your team participates in.

_____

_____

_____

_____

1. What are the 3 most important aspects of each of your outreach programs? Consider the growth of the program, any collaborations, what made it unique, etc.

_____

_____

_____

_____

You can find the executive summary questions on the *FIRST Submitted Awards webpage*.

03 ESSAY

DISCUSSION

The essay is your chance to communicate to the judges exactly how your team embodies the *FIRST* Core Values. Use those 10,000 characters wisely!

1. How has your team grown in the past 3 years?

1. Think about your team's most significant initiative or aspect. What makes it impactful? What statistics support this?

1. What message about your team do you most want to impress upon the judges?

04 DOCUMENTATION

SORT

The Documentation Form is not required, but highly encouraged by *FIRST*® to show your team is organized and documented! (*FIRST* Documentation Form)

Use the space below to sort your projects, programs and data into the *FIRST* Impact Definitions listed on the *FIRST* website.

- Started: _____
- Mentored: _____
- Assisted: _____
- Provided Published Resources: _____
- Ran: _____
- Hosted: _____
- Supported: _____
- Reached: _____
- Advocated: _____

Check out the Submitted awards webpage for more information.

05 PRESENTATION AND Q&A

DISCUSSION

The presentation provides the opportunity to remind the judges one last time why your team is a role model for other *FIRST* teams. You only have 7 minutes - use this time wisely!

1. What makes your team unique?

_____

_____

_____

_____

1. What message about your team do you most want to impress upon the judges?

_____

_____

_____

_____

Considering the programs you listed in the Venn Diagram under the presentation category and your answers to the questions above, create an outline of your presentation. Think about using a theme to link all parts of the submission together and leave a lasting impact!

05 PRESENTATION AND Q&A

PRACTICE QUESTIONS

The Q&A is the time for the judges to ask questions about your team's programs and initiatives. Use the questions below as practice questions to prepare you for judging!

1. Could you expand on [program]?
2. How does [program] spread the values of *FIRST*?
3. How does your team inspire others?
4. How do you attract/retain sponsors?
5. What's your team's greatest weakness?
6. How is your team structured?
7. What is your favorite part of your team?
8. What do you think the message of *FIRST* is?
9. Why do you do [program]?
10. Why do you deserve the Impact Award?

05 PRESENTATION AND Q&A

PRACTICE QUESTIONS

The Q&A is the time for the judges to ask questions about your team's programs and initiatives. Use the questions below as practice questions to prepare you for judging!

1. How did you further STEM and the *FIRST* mission in your school or community this season?
2. How were you able to connect with the community this season?
3. How did you manage to ensure a sustainable program with sponsors?
4. How does your team ensure info and training is passed on to each year's new members?
5. Describe a program from previous years that you have been able to continue this year
6. If your team overcame a challenge, what did they learn from it?
7. If you could start the season over, what would you or your team do differently?

06 VIDEO

DISCUSSION

The optional 3-minute video is the place for your team to show the *FIRST*® Robotics Competition **community** what matters most to your team. Good luck! Video Information

1. What is the most important message that you want the audience to receive from your team?

1. Brainstorm possible directions to take your video in.

07 Feedback

Feedback QUESTIONS

The feedback questions is the time for the judges to answer questions about your team's submission. Below are some examples of questions to ask.

1. Is there something more that we can do to improve our presentation?
2. Is there anything missing from our submitted materials?
3. Which outreach activity do you feel we execute most effectively?
4. Which area of our program could use some improving?