



***FIRST*® Leadership Award Nomination Guide**

FIRST® is a global robotics community that prepares young people for the future.

***FIRST*
LEGO
LEAGUE**

***FIRST*
TECH
CHALLENGE**

***FIRST*
ROBOTICS
COMPETITION**

Revision History	
Revision	Description
V26-27.1	Initial 2026-27 Season Release

Contents

<i>FIRST</i> ® Leadership Award Overview	3
<i>FIRST</i> ® Leadership Award Criteria	3
Who is Eligible?	4
United States, Mexico, and Canada	4
International (outside of US, CAN, and MEX)	4
<i>FIRST</i> Robotics Competition/ <i>FIRST</i> Tech Challenge	4
Nomination Deadline	5
Required Nomination Information	5
Consent and Release Form	6
Essay Requirements	7
Best Practices for Writing the Nomination.....	7
Event Application	8
<i>FIRST</i> Leadership Award Interview Only Event.....	8
Student Notifications.....	9
Semi-Finalists	9
Finalists.....	9
Award Winners	9
Number of Advancing Finalists.....	10
North America (United States, Mexico, and Canada)	10
International.....	11
Submitting the Nomination	11
Deciding Which Students to Nominate.....	11
Who Submits the Nominations?.....	11
<i>FIRST</i> ® Leadership Award Nomination Instructions.....	13
Student in List.....	15
Student Not in List.....	15
Preparing for the Interview	19
What to Expect	19
Silent Observer – Remote Interviews	20
When is My Interview?	20
<i>FIRST</i> Leadership Award: Helpful Terms	20
How Are Students Notified if They Advance to the Next Level?.....	21

FIRST® Leadership Award Overview

The *FIRST®* Leadership Award recognizes the dedication and individual contributions of outstanding secondary school students participating on a *FIRST* Tech Challenge or *FIRST* Robotics Competition teams. Students in 10th or 11th grade are eligible to be nominated by their team for the *FIRST* Leadership Award for excelling in areas such as leadership, entrepreneurship, and dedication to advancing the mission of *FIRST* within their communities. There are three (3) levels of *FIRST* Leadership Award students.

1. ***FIRST®* Leadership Award Semi-finalists** – comprised of the two (2) students in their 10th or 11th school year nominated by each team.
2. ***FIRST®* Leadership Award Finalists** - The students selected for each regional championship.
3. ***FIRST®* Leadership Award Winners** - comprised of the ten (10) *FIRST* Robotics Competition and ten (10) *FIRST* Tech Challenge students selected from the applicable *FIRST* Leadership Award Finalists.

The students who earn *FIRST* Leadership Award status as either a Semi-finalist, Finalist or Winner, are great examples of student leaders who have led their teams and communities to increased awareness for *FIRST* and its mission, champion *FIRST* Core Values such as [Inclusion](#), and embody *Gracious Professionalism®*. It is the goal of *FIRST* that *FIRST* Leadership Award Winners will continue, post-award, as great leaders, [student alumni](#), and advocates of *FIRST*.

In 2019, the [Woodie Flowers Memorial Grant](#) was established for *FIRST* Leadership Award Winners pursuing STEAM fields of study. This grant is awarded to a student selected from among the prior year's *FIRST* Robotics Competition and *FIRST* Tech Challenge Leadership Award winners.

FIRST® Leadership Award Criteria

Our global *FIRST* community is diverse in thought and experience, and *FIRST* Leadership Award students reflect the excellence of our community. Criteria for selection of the *FIRST* Leadership Award shall include, but not be limited to a student's:

- Demonstrated leadership and commitment to the *FIRST* Core Values
- Effectiveness at increasing awareness of *FIRST* in their school and community
- Demonstrates passion for a long-term commitment to *FIRST*
- Individual contributions to their team contribute to the overall success of the team
- Proven experience in areas of science, technology, engineering, and mathematics (STEM)
- The student is a role model and can motivate and lead fellow team members

Who is Eligible?

United States, Mexico, and Canada

Any team member in North America (includes Canada and Mexico) who is in 10th or 11th grade may be nominated for the *FIRST* Leadership Award. Each team may submit a maximum of two (2) student 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. Teams must have two screened coaches and must have paid the current season's registration fee to be eligible.

International (outside of US, CAN, and MEX)

International teams can submit two (2) students as *FIRST* Leadership Award semi-finalists.

- This award is intended for students who are two (2) to three (3) years away from entering college or university. Students that will be attending college or university in the next academic year are not eligible for this award.
- The coach or mentor must register the team through the [FIRST team registration system](#) to nominate students. They do not need to pay the registration fee, and do not require two screened coaches to be eligible to submit for this award.

FIRST Robotics Competition/FIRST Tech Challenge

Students from both *FIRST* Robotics Competition and *FIRST* Tech Challenge are eligible to be nominated for the *FIRST* Leadership Award in their state/region's program. There are no rules 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 nominated in each, the coach/mentor should adjust the content of each essay to the specific program.

Please note: By making a submission, the Submitter irrevocably grants *FIRST* and *FIRST* designees the right to use any or all of the submission in any and all media for the purpose of describing the submission, describing the award, and/or otherwise promoting *FIRST* and *FIRST* programs.

Nomination Deadline

The deadline for all teams to nominate students is December 15th, 2026, at 11:59pm **Eastern time**.

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31	1	2

All regions will have a nomination deadline of December 15th at 11:59pm eastern time.

Required Nomination Information

Although a single coach or mentor must submit the nomination, members of the team must verify the accuracy of the nomination. *FIRST* is relying upon the team to review the accuracy of the nomination data.

The mentor, who is not related to either of the students chosen as the team's *FIRST* Leadership Award semi-finalists, should gather the required information for the student team member to interview for the *FIRST* Leadership Award finalist designation at a *FIRST* Leadership Award 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.
- Nomination essay of no more than 4,000 characters (including spaces and punctuation)
- Student Address (if the student is not registered in the Youth Registration System)
 - Coaches can use the address of the school
- Additional information about the student including academic performance, specialized skills, or additional extracurricular activities.
- How many years the student has participated in *FIRST*
- To be nominated and to receive an interview, students **MUST** have a signed *FIRST* Consent and Release form.

FIRST Leadership Award nominations may be completed in a team's native language *only if* the team is interviewing at an event that speaks that language. If the nomination is made for an event that does not speak the team's native language, it must be submitted in English. Additionally:

- If the student is selected as a *FIRST* Leadership Award Finalist, the lead mentor must submit a translated nomination within 1 week following the event.
- Send translated submissions, with the region name and "Translated Nomination" in the subject line of the email, to FTC-LeadershipAward@firstinspires.org.
- If a translated copy of the nomination is not received by February 15th, 2026, the student will no longer be eligible for selection as a *FIRST* Leadership Award Winner at the *FIRST* Championship event.

Consent and Release Form

Every student participating in *FIRST* must have a signed consent and release form on file. *FIRST* requires all youth to be registered through the www.firstinspires.org dashboard, where the parent can complete the consent and release form electronically.

If the student you wish to nominate is registered with *FIRST* but does not have a signed consent and release form on file, the student will not be shown in the dropdown list. You must manually fill in the information, and a signed paper consent and release form **MUST** be brought to each event where the student participates in *FIRST* activities. Paper forms may be acquired by reaching out to your [local leadership](#).

We strongly encourage teams to have every youth register in the *FIRST* dashboard and have a parent complete the youth's consent and release form. Instructions on how to register youth can be found on our website: <https://www.firstinspires.org/resource-library/youth-registration-system>.

Essay Requirements

The *FIRST* Leadership 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 while excelling in school and other extracurricular activities.

Mentors must write and submit essays following the five prompts below. Each essay section is limited to 800 characters (punctuation and spaces included) with a total 4,000-character limit. Essays should be specific about the semi-finalist's contributions to *FIRST* generally, and to their team specifically as well as inform judges of specifics on the semi-finalist's entrepreneurial, technical, creativity, and innovation skills. Specific examples are helpful to the judges. Information about the semi-finalist outside of *FIRST* may also be supportive of the nomination (as it relates to skills learned in *FIRST*) but is secondary to information about the student's participation in *FIRST*.

1. Explain how the student embodies the philosophies of *Gracious Professionalism*® and *Coopertition*® through the *FIRST* Core Values: Discovery, Innovation, Impact, Inclusion, Teamwork and Fun. Please provide examples.
2. How has the student increased the awareness of *FIRST*? Describe the student's interest and/or plans to continue to engage with *FIRST* beyond high school. Please provide examples.
3. How does the student's individual contribution to the team benefit the team as a whole? Please provide examples.
4. Describe the students' experience in and mastery of areas of STEM. This could include but is not limited to, skills in engineering, software, CAD, fabrication, etc. Please provide examples.
5. Explain the students' leadership to their fellow team members and/or others in the community. How do they motivate others? What is their leadership style? Please provide examples.

Additionally, there is a 500-character limit prompt for sharing additional information about the student:

6. Please share anything else you would like us to know about the student, including academic performance, specialized skills, technical expertise, or additional extracurricular activities.

Please note that nominations submitted without an essay will not be considered for an interview.

Best Practices for Writing the Nomination

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 within the character limit. Additional tips to keep in mind when writing an essay are:

- The nomination essay should mainly focus on *FIRST* related activities and accomplishments.
 - Mentioning other achievements outside of *FIRST* as they demonstrate leadership, entrepreneurship, etc. is okay but should not be the sole focus of the nomination.
- Include specific examples of what makes the nominee so exceptional and how they meet the award criteria. Do not just say it – prove it!

- Describe the difference your nominee's contributions have made and show why they are important. Include benefits from their efforts and what the impact was. Use measurable results whenever possible.
- What sets this student apart from others? Focus on why you selected this student, apart from all others on the team, to nominate.
- Consider: How this student is a model *FIRST* participant – for example, major position on the team, has created/furthered the team's initiatives in a meaningful way, and believes in the missions of *FIRST*.
- Avoid sweeping generalities.
- Avoid run-on sentences.
- Be concise. Make the narrative clear and easy to read.
- Topics in the nomination should be validated in an interview. If the nomination talks about certain things the student should expect questions about those things during the interview.
- We recommend reviewing the *FIRST* Leadership Award Helpful Terms in this document.
- Follow the prompts and keep the criteria for the award in mind. Remember things such as:
 - 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 experience in areas of STEM.
 - Describe their entrepreneurship and creativity.
 - What are the students' *individual* contributions to outreach or fundraising efforts?
 - What are the students' *individual* contributions to the Team, whether it is building, programming, team captain, etc.?

Please note that nominations made without an essay will not be considered for an interview. Teams are permitted to use Artificial Intelligence (AI) to assist in the creation of award submissions, handouts, writing robot code, etc. *FIRST* views AI resources as tools available to students in the same way that CAD programs, Programming Languages, and 3D printers are tools available for their use. Teams using AI to assist with code or content generation must provide proper credit and attribution, and respect intellectual property rights and licenses. Proper Credit can look like this: Essay created by Team XXXX and ChatGPT.

Event Application

FIRST Leadership Award Interview Only Event

Every region will have a "*FIRST* Leadership Award Interview Only" event associated with that region. Coaches must select this event in the dropdown when they are submitting the *FIRST* Leadership Award nomination.

A separate dropdown allows the coach to select where the student will be competing. Some regions may choose to interview the student in person where they are competing, however other regions may opt to have remote interviews.

If an event is not listed in the nomination page, please contact FTC-LeadershipAward@firstinspires.org.

Teams who do not have a home region OR need to be assigned to a different region must contact customerservice@firstinspires.org.

Student Notifications

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 Youth 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.

NOTE: There are no further interviews after the student is selected as a Finalist. The Championship Leadership Award Judge Committee will review the essays and any available interview feedback for each finalist to determine who the ten winners are. Finalists need not be present at the *FIRST* Championship to be considered.

Award Winners

At the *FIRST* Championship, all *FIRST* Leadership Award finalists will be considered for the award as applicable. 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 Leadership Award winners and ten (10) *FIRST* Tech Challenge students will be selected as *FIRST* Tech Challenge Leadership Award winners.

Number of Advancing Finalists

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 based on the previous year's registration numbers. The tables below list the number of advancing finalists by region:

North America (United States, Mexico, and Canada)

1 Finalist	2 Finalists	3 Finalists	4 Finalists
- Newfoundland and Labrador - Puerto Rico - West Virginia	- Alabama - Alaska - Arkansas - Armed Forces - Europe - British Columbia, Canada - California - LAUSD - Connecticut - Delaware - Four Corners - Hawaii - Idaho - Kentucky - Louisiana - Mississippi - Montana - Nebraska - Nevada - New Hampshire - New Mexico - New York – Long Island - North Dakota - Quebec, Canada - Rhode Island - South Carolina - Tennessee - Utah - Vermont - Wyoming	- Alberta, Canada - Arizona - California – San Diego - Colorado - Georgia - Indiana - Massachusetts - Mexico - New York – Excelsior - New York – NYC - North Carolina - Ohio - Oklahoma - Texas – South* - Texas – West and Panhandle* - Wisconsin	- California – LA - California – NorCal - Chesapeake - Florida - Illinois - Iowa - Minnesota - Missouri - New Jersey - Ontario, Canada - Oregon - Pennsylvania - Texas – Central* - Texas - Houston - Texas – North* - Washington

*Although now merged, these regions will continue to have separate allocations for the *FIRST* Leadership Award.

International

1 Finalist	2 Finalists	3 Finalists	4 Finalists
- Argentina - El Salvador - Hungary - Morocco - Panama - Poland - Saudi Arabia	- Benelux (Belgium, Netherlands, Luxembourg) - Chinese Taipei - Cyprus - Germany - Greece - India - Indonesia - Italy - Jamaica - Lithuania - Malaysia - Moldova - New Zealand - Nigeria - Qatar - South Africa - Thailand - Vietnam	- Australia - Brazil - France - Israel - Libya - Republic of Korea	- China - Kazakhstan - Romania - United Kingdom and Ireland

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 Leadership Award. *FIRST* is relying upon the team to review the 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 Leadership Award. This can either be done by the lead coach 1 or 2, or by a role called Leadership Award Submitter.

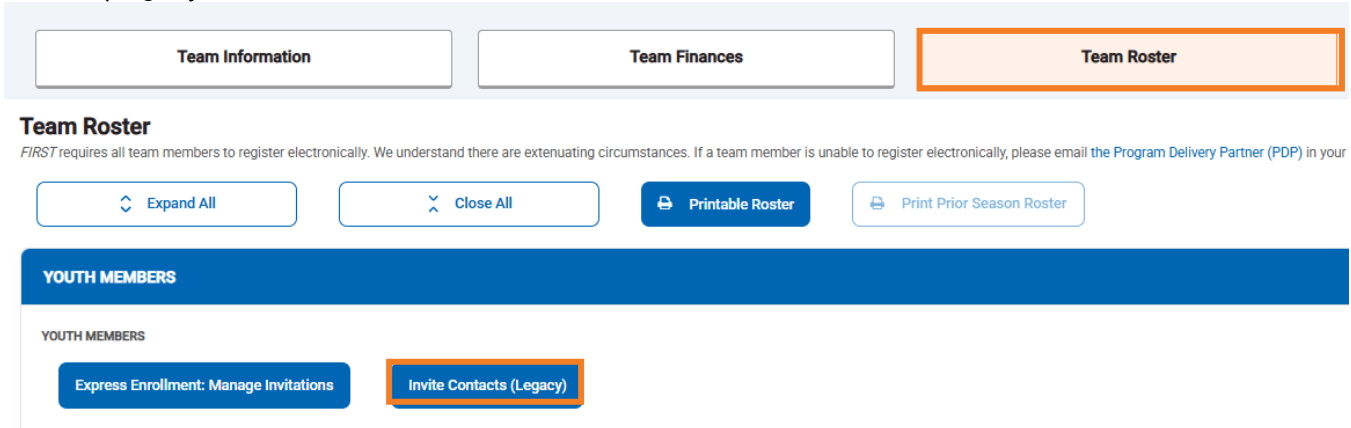
Lead Coach 1 and 2

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 *FIRST* Leadership 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 *FIRST* Leadership Award Submitter (covered in the next section). All nominations **must** be entered through the system. Nominations sent straight to *FIRST* or sent directly to local leadership will not be considered.

FIRST Leadership Award Submitter

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

1. From the firstinspires.org team dashboard, click “Team Roster”, and then click “Invite Contacts (Legacy)”.



The screenshot shows the FIRST Tech Challenge team dashboard. At the top, there are three tabs: 'Team Information', 'Team Finances', and 'Team Roster'. The 'Team Roster' tab is selected and highlighted with an orange border. Below the tabs, the 'Team Roster' section is visible. It includes a header 'Team Roster' and a sub-header 'FIRST requires all team members to register electronically. We understand there are extenuating circumstances. If a team member is unable to register electronically, please email the Program Delivery Partner (PDP) in your'. Below this, there are four buttons: 'Expand All', 'Close All', 'Printable Roster', and 'Print Prior Season Roster'. Below these buttons, there is a blue bar with the text 'YOUTH MEMBERS'. Below the blue bar, there is a section titled 'YOUTH MEMBERS' with two buttons: 'Express Enrollment: Manage Invitations' and 'Invite Contacts (Legacy)'. The 'Invite Contacts (Legacy)' button is highlighted with an orange border.

2. Select “Mentor” and enter the persons full name and email address. Check the “I’m not a robot” box and click “Send Invitation”.

Invite Team Contacts

FIRST Tech Challenge Team# 8845

All fields are required

* Contact Type	Full Name	Email Address	
Mentor			Add another 

Mentors are responsible for mentoring participants of a team

☐ I'm not a robot
This site is exceeding reCAPTCHA Enterprise free quota.


☐ Email me a copy

Cancel

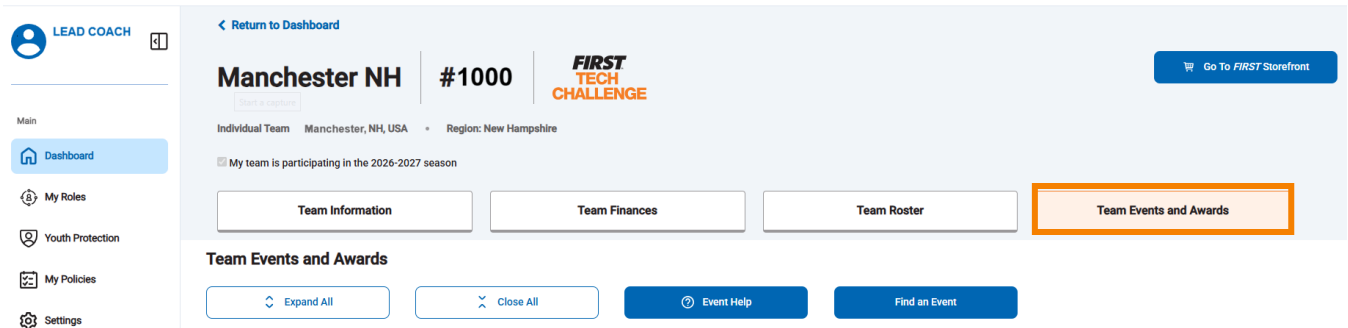
Send Invitation

3. The **FIRST Leadership Award Submitter** **MUST** accept the invitation, complete Youth Protection screening requirements, and have a signed consent and release on file prior to this step being completed. Select the “FIRST Leadership Award Submitter” button. This will allow the user to follow the next set of instructions and nominate a student.

Test - Mentor	FULL LEGAL NAME	EMAIL ADDRESS	PHONE NUMBER	Options
✓ Consent & Release is on record ✓ Meets Youth Protection Policy Requirements ✓ Role-Specific Training Status: Meets Training Requirements	Tester		0000000000	☒ Include In Team Roster Printout ☒ FIRST Leadership Award Submitter

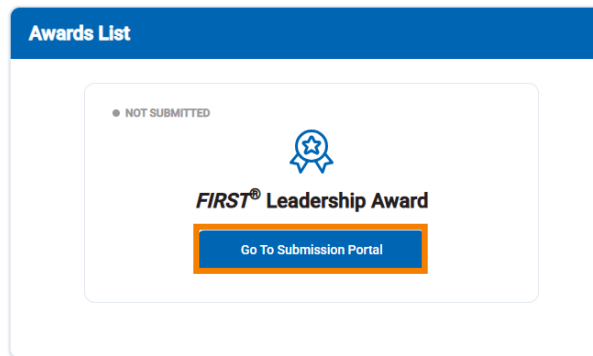
FIRST® Leadership Award Nomination Instructions

1. From the team registration dashboard, select the appropriate team number. On the team’s dashboard, click the button for “Team Events and Awards”. The team must not have any outstanding tasks to submit for the FIRST Leadership Award.



The screenshot shows the team dashboard for Manchester NH #1000. The left sidebar contains navigation links: Dashboard, My Roles, Youth Protection, My Policies, and Settings. The main content area has a header with the team name and number, and a button to 'Go To FIRST Storefront'. Below the header, there are four tabs: Team Information, Team Finances, Team Roster, and Team Events and Awards (highlighted with an orange border). Under the 'Team Events and Awards' tab, there are buttons for 'Expand All', 'Close All', 'Event Help', and 'Find an Event'.

2. Click “Go to Submission Portal”



The screenshot shows the 'Awards List' section. It features a blue header with the text 'Awards List'. Below the header, there is a card for the 'FIRST Leadership Award'. The card indicates the status as 'NOT SUBMITTED' and includes a 'Go To Submission Portal' button, which is highlighted with an orange border.

3. The first two sections of the nomination screen have to do with region and event type.
 - a) The “Region” field auto fills to show the teams region based on their zip code. This cannot be changed through the nomination page.
 - b) The “Event type associated with region” field will default to that particular regions “FIRST Leadership Award Interview Only Event”.

FIRST TECH CHALLENGE LEADERSHIP AWARD

First Nominee

Second Nominee (optional)

If you would like to submit a second nomination, please select Second Nominee (optional) from the Left Menu.

You may nominate up to 2 nominees from your team for the FIRST® Leadership Award.

REMINDER: Do not use the < or > characters in your submission. Using these characters may result in your submission not saving.

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 FTC-LeadershipAward@firstinspires.org

If the student you wish to nominate is not selectable, there is an issue with the student's profile information. If the student you wish to nominate is registered with FIRST® but does not have a signed consent and release form on file, the student will not show in the dropdown list. You must manually fill in the information and upload the signed consent and release form to this nomination page. We strongly encourage to have every youth register through Express Enrollment or the FIRST dashboard and have a parent complete the youth's consent and release form. <https://www.firstinspires.org/resource-library/youth-registration-system>

Region

New Hampshire

Event to be Judged at

NH Test Leadership Award Event

4. After selecting the event where the nominee will be competing, you must choose the student from the dropdown list.

Region

New Hampshire

Event to be Judged at

NH Test Leadership Award Event

Youth

Please Select or Type

Please Select or Type

John (Jack) Smith

Not in list

Last Name

Student in List

If the student is in the dropdown list, select the student's name. The students' name, address, and email will populate (will not show on the screen).

Student will not show in list if:

- Youth is not registered
- Youth is registered, but did not select school/grade in the Youth's profile
- Youth's grade selected in their profile does not match 10th or 11th grade eligibility

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.

Important: If a student "Not in List" is nominated, the coach **MUST** acknowledge that they have collected a signed consent and release form for the student. The paper consent form must be brought to the event where the student is being interviewed or handed in to the PDP or Event Director for those students being interviewed remotely.

Youth

John (Jack) Smith

What year will your student graduate from secondary school? ⓘ

2028

Criteria for selection of the *FIRST* Leadership Award are:

- Demonstrated leadership and commitment to the *FIRST* Core Values
- Effectiveness at increasing awareness of *FIRST* in their school and community
- Demonstrates passion for a long-term commitment to *FIRST*
- The student's individual contributions to their team contribute to the overall success of the team
- Proven experience in areas of science, technology, engineering, and mathematics (STEM)
- The student is a role model and can motivate and lead fellow team members

Youth

Not in list

First Name

Last Name

Email

What year will your student graduate from secondary school? ⓘ

Please Select or Type

☐ By clicking this box, you acknowledge that you have collected a Consent and Release form signed by the student's parent or legal guardian. A signed Consent and Release form is required to nominate the above student. For those students who do not have a signed Consent and Release form in the *FIRST* Dashboard, a signed paper Consent and Release form **MUST** be brought to each event where the student participates in *FIRST* activities. The student will not be interviewed at an event without a form.

5. Once you have chosen the student and filled out the required information, enter the student's nomination essay. The essay has five separate boxes with 800-character limits (the limit includes spaces and punctuation) for each box. Each box includes a prompt question that aligns with the Leadership Award criteria. Coaches should follow each prompt and provide specific examples.

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

800 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.

800 characters left

How does the student's individual contribution to the team benefit the team as a whole? Please provide examples.

800 characters left

Describe the student's experience in and mastery of areas of STEM. This could include, but is not limited to, skills in engineering, software, CAD, fabrication, etc. Please provide examples.

800 characters left

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

800 characters left

6. A separate box with a 500-character limit allows the person nominating the student to write about any other information the nominator would like the judges to know on topics such as academic performance, extracurricular activities, etc.

Please share anything else you would like us to know about the student, including academic performance, specialized skills, or additional extracurricular activities.

500 characters left

7. Then write in how long the student has been in *FIRST*. (30-character limit)

How long has the student been involved in *FIRST*?

30 characters left

8. Once you have completed the nomination, check the acknowledgement box, and click “Save and submit second nominee”. ALL fields on the nomination screen **must** be filled out to save changes. **Be sure to select SAVE** before you proceed to entering in your second nominee *or* leaving the page if only submitting one nomination. If you do not select SAVE, information entered into the form will not be saved when you leave.

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

Save and submit second nominee

Nominations are due at December 15 at 11:59 PM Eastern Time

Important: Save changes before you proceed to entering in your second nominee *or* leaving the page if only submitting one nomination. If you do not select SAVE, information will **not** be saved when you leave.

9. After clicking “Save and submit second nominee”, the following popup box will appear confirming that the first nomination has been saved. If you would like to submit a second nominee, click “Continue to Second Nominee”. If you do not wish to submit a second nominee, you can click “Stay on Page”. You can then navigate back to the main dashboard.

First Nominee has been saved successfully. Do you want to submit the Second Nominee?

Stay on Page

Continue to Second Nominee

IMPORTANT: If you choose to nominate only one student, you will not be able to go back and add another student once the deadline has passed.

Preparing for the Interview

What to Expect

Upon the nomination window closing, every semi-finalist will receive an email from *FIRST* which provides the Semi-finalist with the nomination written by the coach. Semi-finalists should make sure to read the nomination to help prepare for the interview. Be prepared to discuss topics written in your nomination and anything else that you might want to mention that is relevant. It is also helpful to prepare a list of topics you want to discuss during the interview.

The interview is where the *FIRST* Leadership Award Interviewers can meet you and potentially learn some new information about you. There is no need to dress up for your interview, but we do recommend that you prepare for it as if it were a job interview. Come up with some talking points so you can remember things that you want to tell the judges in response to questions, do mock interviews, and come into the interview planning to be confident and engaging. Remember that this is a conversational interview, there are no presentations, video links provided to the interviewer for post-interview review, or informational handouts involved.

During the interview, please remember that it is about **YOU**, your contributions, leadership, etc. in relation to the criteria of the award. For example, if you are discussing accomplishments of your team as a whole, make sure to specify how your individual efforts were vital in the success of those accomplishments. Do not be shy about sharing your personal successes!

Only the nominated student is allowed to present information or answer questions from the interviewers. In instances where a mentor is present, the adult team mentor may observe and later provide feedback to the student, but the mentor is not allowed to provide any assistance during the interview.

Recording video, audio or taking pictures (including screenshots) are prohibited during the interview. In addition to *FIRST* prohibiting recording, there may be other legal restrictions governing recording.

Although the interviewers are not prescribed a list of required questions to ask, they are given a list of suggestions. Examples of questions you might expect:

- Describe your roles and responsibilities.
- Describe one example of how you are a leader.
- Describe how you plan to continue to be active in *FIRST* through college and beyond.
- Describe a time you had to motivate fellow teammates. How did you do it? What were the results?
- Can you provide examples of your *FIRST* activities in your school and/or community? What technical innovations have you brought to your team's robot?
- What are your plans for post-high school?
- Is there anything not included in your essay, or that we have not discussed, that you would like to share?

We also recommend reviewing the *FIRST* Leadership Award Helpful Terms in the section below in preparation for your interview.

Silent Observer – Remote Interviews

For interviews that take place remotely, a silent observer must be present with the student during the interview. This can be a coach, mentor, parent, etc. who is over the age of 18. The silent observer can be in the room with the student or can be logged into the remote video call. The silent observer does not participate in the interview in any way.

When is My Interview?

Each region schedules the *FIRST* Leadership Award Interview event based on the timing of their season. Although most interviews will take place remotely, it is possible that an in-person interview at an event may take place.

Coaches will be contacted by an event director or *FIRST* Leadership Award Interviewer to schedule when the interview will take place. Interviews are always completed prior to the regional championship event, where the finalists for each region are announced.

FIRST Leadership Award: Helpful Terms

These terms are intended to assist mentors in writing the nomination essays and for students to use during the interview. The use of these terms is not a requirement for submitting a nomination.

Possible Leadership Titles	
Captain	A top-level position of responsibility over the team - Teams with a flat leadership structure may have captains that cover specific areas, while making larger decisions as a group with no defined leader - Teams with a structured leadership would have one or more captains with multiple Leads working under them to lead smaller team areas. - Can be preceded by "co-" to indicate they shared that responsibility with one or more individuals.
Lead	A leadership position over a specific area of responsibility and should include a "team area" below. Can be preceded by "co-" to indicate they shared that responsibility with one or more individuals.
Team Areas	
Marketing	Responsible for items like team branding, newsletters, website, etc.
Awards	Responsible for working on award submissions or pit presentation preparation.
Finance	Responsible for fundraising, grant writing, and sponsor relationships
Outreach	Responsible for organizing demonstrations and events not tied to competitions.
Drive Team, Scouting, and/or Strategy	Responsible for guiding the team's strategy, representing the team at competitions, and collecting data on the performance of other teams.
Mechanical	Responsible for the mechanical design and build of the robot. CAD can be included as a separate lead position or included alongside mechanical
Electrical	Responsible for the electrical design and build of the robot, including any sensors or custom circuits.
Programming	Responsible for programming the robot.

Other	Any team area that falls outside of the areas listed above should be detailed to provide the judges with appropriate context.
Action Specific Words	
Mentored	The student advises or trains, either in person or via phone/email/video conference, another team or team member, helping with technical or non-technical <i>FIRST</i> program specific issues.
Lead	the student leads an event if they are responsible for planning and execution. Can be preceded with "co-" to indicate a shared responsibility. - Planned - worked on the planning of the event but did not lead the execution. - Executed - responsible for the execution of the event - onsite leader throughout the event.
Conceived	Indicates the student introduced the initial concept.
Helped/Assisted	Indicates the student had significant impact or participation, without being a leader in that situation.

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

Students will be notified if they have moved to the next level of Finalists at their Regional Championship Tournament. Generally, the announcement is made at either the closing or opening ceremonies at the Regional Championship event.

Students will receive a follow up email from *FIRST* the week following the Regional Championship notifying the students that they have been selected as a Finalist in their region and letting each student know the next steps.