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:

  01. Getting Organized
  02. Executive Summary
  03. Essay
  04. Documentation (recommended)
  05. Presentation and Q&A
  06. Video
  07. Feedback
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
EXECUTIVE SUMMARY

DISCUSSION

Use these questions to brainstorm ideas for your executive summary.

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

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. **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**.
1. How has your team grown in the past 3 years?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

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

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

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

__________________________________________________________________
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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!
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.
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?**

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

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

__________________________________________________________________
__________________________________________________________________
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__________________________________________________________________
__________________________________________________________________

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

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

2. Brainstorm possible directions to take your video in.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
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 out submitted materials?
3. Which outreach activity do you feel we execute most effectively?
4. Which area of our program could use some improving?