2016-2017 FIRST® Tech Challenge
Dean’s List Submission Guide
Volunteer Thank You

Thank you for taking the time to volunteer for a FIRST® Tech Challenge event. FIRST® and FIRST® Tech Challenge rely heavily on Volunteers to ensure events run smoothly and are a fun experience for Teams and their families, which could not happen without people like you. With over 4,600 Teams competing annually, your dedication and commitment are paramount to the success of each event and the FIRST Tech Challenge program. Thank you for your time and effort in supporting the mission of FIRST!

Sponsor Thank You

Thank you to our generous sponsors for your continued support of the FIRST Tech Challenge!
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<thead>
<tr>
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<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/14/2016</td>
<td>Initial Release</td>
</tr>
</tbody>
</table>
| 1.1      | 9/22/2016| - Removed Hawaii from Interview Only section  
|          |          | - Added date and time for nominations closing  
|          |          | - Clarification to which event to apply to for Interview Only regions  
|          |          | - Added “Number of Advancing Finalists by Region” section                                                                                   |
| 1.2      | 12/15/2016| - Updated “What Information is Required for the Nomination” section, spaces and punctuation included in 4,000-character limit  
|          |          | - Updated “Number of Advancing Finalists by Region” section                                                                                   |

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Introduction

What is FIRST® Tech Challenge?
FIRST Tech Challenge is a student-centered activity that focuses on giving students a unique and stimulating experience. Each year, Teams participate in a new Game that requires them to design, build, test, and program autonomous and driver-operated robots that must perform a series of tasks.

The playing field for the Game consists of the FIRST Tech Challenge game pieces set up on a foam-mat surface, surrounded by a metal and polycarbonate Field frame. Each Tournament features Alliances, which are comprised of two Teams, competing against one another on the playing field. Teams work to overcome obstacles and meet challenges, while learning from, and interacting with their peers and adult Mentors. Students develop a greater appreciation of science and technology and how they might use that knowledge to impact the world around them in a positive manner. They also cultivate life skills such as:

- Planning, brainstorming, and creative problem-solving.
- Research and technical skills.
- Collaboration and teamwork.
- Appreciation of differences and respect for the ideas and contributions of others.

To learn more about FIRST Tech Challenge and other FIRST Programs, visit www.firstinspires.org.

FIRST Tech Challenge Core Values
Volunteers are integral to the FIRST community. FIRST Tech Challenge relies on Volunteers to run the program at many levels, from managing a region to Mentoring an individual Team. Our Affiliate Partners coordinate the program in each region or state. These Affiliate Partners fundraise, run Tournaments, hold workshops and demonstrations, market FIRST Tech Challenge locally, handle public relations, and recruit Volunteers and Teams. They are a tremendous resource for Mentors and FIRST would not exist without them.

FIRST asks everyone who participates in FIRST Tech Challenge to uphold the following values:

- We display Gracious Professionalism® with everyone we engage with and in everything we do.
- We act with integrity.
- We have fun.
- We are a welcoming community of students, Mentors, and Volunteers.
- What we learn is more important than what we win.
- We respect each other and celebrate our diversity.
- Students and adults work together to find solutions to challenges.
- We honor the spirit of friendly competition.
- We behave with courtesy and compassion for others at all times.
- We act as ambassadors for FIRST and FIRST Tech Challenge.
- We inspire others to adopt these values.

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It's what makes FIRST, first.”
**Gracious Professionalism**

**FIRST** uses this term to describe our programs’ intent. This is one of the most important concepts that can be taught to a young person who is learning to get along in the work world. At **FIRST**, Team members help other team members, but they also help other Teams.

**Gracious Professionalism** is not clearly defined for a reason. It can and should mean different things to everyone.

Some possible meanings of **Gracious Professionalism** include:

- Gracious attitudes and behaviors are win-win.
- Gracious folks respect others and let that respect show in their actions.
- Professionals possess special knowledge and are trusted by society to use that knowledge responsibly.
- Gracious Professionals make a valued contribution in a manner pleasing to others and to themselves.

In the context of **FIRST**, this means that all Teams and participants should:

- Learn to be strong competitors, but also treat one another with respect and kindness in the process.
- Avoid leaving anyone feeling as if they are excluded or unappreciated.
- Knowledge, pride and empathy should be comfortably and genuinely blended.

In the end, **Gracious Professionalism** is part of pursuing a meaningful life. When professionals use knowledge in a gracious manner and individuals act with integrity and sensitivity, everyone wins, and society benefits.

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

> “The **FIRST** spirit encourages doing high-quality, well-informed work in a manner that leaves everyone feeling valued. **Gracious Professionalism** seems to be a good descriptor for part of the ethos of **FIRST**. It is part of what makes **FIRST** different and wonderful.”

- Dr. Woodie Flowers, National Advisor for **FIRST**

**Gracious Professionalism** for Volunteers

It is a good idea to spend time going over this concept with Volunteers. Provide Volunteers with real-life examples of **Gracious Professionalism** in practice before, during, and after the event and recognize great **Gracious Professionalism** when you see it in action!
Youth Protection Program

The purpose of the FIRST® Youth Protection Program (FIRST YPP) is to provide Coaches, Mentors, Volunteers, employees, others working in FIRST programs, team members, parents, and guardians of team members with information, guidelines, and procedures to create safe environments for everyone participating in FIRST programs.

The FIRST YPP sets minimum standards recommended for all FIRST activities. Adults working in FIRST programs must be knowledgeable of the standards set by the FIRST YPP, as well as those set by the school or organization hosting their team.

Youth Protection Expectations and Guidelines

Coaches and Mentors are expected to read and follow elements in the FIRST Youth Protection Program guide that are labeled as required are mandatory in the United States and Canada, and may not be waived without the approval of the FIRST Youth Protection Department.

FIRST recommends that the standards set forth in the FIRST Youth Protection Program guide be applied outside of the United States and Canada to the extent possible. At a minimum, local regulations regarding youth protection must be complied with.

Forms are available here: [http://www.firstinspires.org/sites/default/files/uploads/about/FORMS.zip](http://www.firstinspires.org/sites/default/files/uploads/about/FORMS.zip)


Information on the Canadian Screening process is available here: [http://vimeo.com/30137373](http://vimeo.com/30137373)

You can find FAQ and additional information about the FIRST Youth Protection Program on the FIRST website at: [http://www.firstinspires.org/resource-library/youth-protection-policy](http://www.firstinspires.org/resource-library/youth-protection-policy)

NOTICE OF NON-DISCRIMINATION

United States Foundation for Inspiration and Recognition of Science and Technology (FIRST®) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Lee Doucette, Youth Protection Program Manager, 200 Bedford Street, Manchester, NH 03101, 603-666-3906, Ext. 250.
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 FTC 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?

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:

<table>
<thead>
<tr>
<th>2016 JUNE</th>
<th>2016 JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN MON TUE WED THU FRI SAT</td>
<td>SUN MON TUE WED THU FRI SAT</td>
</tr>
<tr>
<td>5 6 7 8 9 10 11</td>
<td>3 4 5 6 7 8</td>
</tr>
<tr>
<td>12 13 14 15 16 10 11</td>
<td>9 10 11 12 13 14 15</td>
</tr>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>24 25 26 27 28 29 30</td>
<td>23 24 25 26 27 28 29 30</td>
</tr>
<tr>
<td>31</td>
<td>30</td>
</tr>
</tbody>
</table>

**Deadline for ALL July Submissions**

All events will have a submission deadline of the 15th of the month prior. In this case the deadline will be June 15th.

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 Team as a whole 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 in order for the student Team member to interview for the FIRST Dean’s List Finalist designation at one (1) Qualifying Event, League Championship 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 encouraged, but 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 students 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:

<table>
<thead>
<tr>
<th>Arkansas</th>
<th>Alberta, Canada</th>
<th>British Columbia, Canada</th>
<th>Delaware</th>
<th>Idaho</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kentucky</td>
<td>Mexico</td>
<td>Michigan*</td>
<td>Nebraska</td>
<td>New Hampshire</td>
</tr>
<tr>
<td>North Dakota</td>
<td>South Carolina</td>
<td>Vermont</td>
<td>West Virginia</td>
<td>Wyoming</td>
</tr>
</tbody>
</table>

*For non FiM Championship Event only

**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 students parent (if registered in STIMS) 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 need not be present at the FIRST Championship in order to be considered. Ten (10) FIRST Robotics Competition students will be selected as FIRST Robotics Competition Dean’s List Award

Gracious Professionalism® - *“Doing your best work while treating others with respect and kindess - It’s what makes FIRST, first.”*
Winners and ten (10) FIRST Tech Challenge students will be selected as FIRST Tech Challenge Dean’s List Award Winners for the 2016 season.

The ten 2016 FIRST Tech Challenge Dean’s List Award winners and ten 2016 FIRST Robotics Competition Dean’s List Award winners will each receive the following:

- A unique trophy and public recognition at FIRST Championship
- A written recommendation from FIRST leadership to the college(s) or employers of their choice
- A credit towards the winning student’s team’s next season registration fee. The credit will be applied to the team from which the student was originally nominated for the award.
- 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:

<table>
<thead>
<tr>
<th>2 Finalists</th>
<th>3 Finalists</th>
<th>4 Finalists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Alaska</td>
<td>Florida</td>
</tr>
<tr>
<td>Alberta, Canada</td>
<td>Arizona</td>
<td>Illinois</td>
</tr>
<tr>
<td>Arkansas</td>
<td>California – LA</td>
<td>Iowa</td>
</tr>
<tr>
<td>British Columbia, Canada</td>
<td>California – NorCal</td>
<td>Missouri</td>
</tr>
<tr>
<td>Connecticut</td>
<td>California – San Diego</td>
<td>Oregon</td>
</tr>
<tr>
<td>Delaware</td>
<td>Colorado</td>
<td>Virginia</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Georgia</td>
<td></td>
</tr>
<tr>
<td>Idaho</td>
<td>Indiana</td>
<td></td>
</tr>
<tr>
<td>Kentucky</td>
<td>Maryland</td>
<td></td>
</tr>
<tr>
<td>Louisiana</td>
<td>Massachusetts</td>
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<tr>
<td>Mexico</td>
<td>Minnesota</td>
<td></td>
</tr>
<tr>
<td>Mississippi</td>
<td>New Jersey</td>
<td></td>
</tr>
<tr>
<td>Montana</td>
<td>New York – Hudson Valley</td>
<td></td>
</tr>
<tr>
<td>Nebraska</td>
<td>New York – NYC</td>
<td></td>
</tr>
<tr>
<td>Nevada</td>
<td>North Carolina</td>
<td></td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Ohio</td>
<td></td>
</tr>
<tr>
<td>New York – Excelsior</td>
<td>Oklahoma</td>
<td></td>
</tr>
<tr>
<td>New York – Long Island</td>
<td>Pennsylvania</td>
<td></td>
</tr>
<tr>
<td>North Dakota</td>
<td>Rhode Island</td>
<td></td>
</tr>
<tr>
<td>South Carolina</td>
<td>Texas – Arlington</td>
<td></td>
</tr>
</tbody>
</table>
Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
On the next screen, first select the region where your team is located and is competing. Teams must choose their own region. Once the region has been selected, choose the event where the Team will be competing, as this is where the nominee will be interviewed.

After selecting the region and 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.
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.

<table>
<thead>
<tr>
<th>Region</th>
<th>Event types associated with the region</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hampshire</td>
<td>Please Select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Youth</th>
<th>GPA (0.0 - 4.0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not in list</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Select</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Zip/Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select State</td>
</tr>
</tbody>
</table>
Once you have chosen the student, enter the student’s nomination essay. The essay has a limit of 4,000 characters. 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 of the Main and/or Alternate contact entering the nomination into the system is related to the student.

There is an option to upload one photo of the student. We recommend uploading a clear headshot of the student. Check the boxes for the terms and conditions, and click “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.

**IMPORTANT:** 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.

The nomination is automatically submitted by our system on the date the submission closes. For example, if you have selected an event in December 2016, the system will auto-submit the nomination on November 15, 2016. **The nomination will auto submit regardless if the nomination is completed or not. You will NOT be able to make changes after this date.**
2016-2017 FIRST® Tech Challenge
Dean’s List Submission Guide

Appendices
Appendix A: Resources

**Game Forum Q&A**

Anyone may view questions and answers within the FIRST® Tech Challenge Game Q&A forum without a password. In order 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 - [http://www.firstinspires.org/node/4271](http://www.firstinspires.org/node/4271)

**FIRST® Headquarters Pre-Event Support**
Phone: 603-666-3906
Mon – Fri
8:30am – 5:00pm
Email: FTCTeams@firstinspires.org

**FIRST Website: 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.
- **FIRST Tech Challenge Google+** community - If you are on Google+, follow the FIRST Tech Challenge community for news updates.

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