Dean’s List Nomination Guide - International
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**Introduction**

**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.

**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®**

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?**

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 10th and 11th 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 10th or 11th 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

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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

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?

International

International teams can submit two (2) students as FIRST Dean’s List Award Semi-finalists.

- Students must be a sophomore (grade 10) or junior (grade 11) to be eligible for this award. Note for regions of the world that do not use grade levels such as this to identify years of schooling: 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 for this award.
- The coach or mentor must register the team through FIRST’s 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.
What is the Deadline to Submit a Nomination?

All International Dean’s List nominations will be due on January 15th, 2019 at 11:59pm Eastern time.

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 can 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 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. Applications will require:

- Nominee Name
• Nominee year of graduation
  o 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. Beginning in 2020 mentors will enter the nominee's GPA and any qualifying details. Mentors will have 200 characters to describe academic excellence. Examples include:
  o 3.8 on a 4.0 scale
  o Note that the GPA is weighted, 4.2 on a 4.0 scale
  o 94% on a scale of 100%

• Tournament selected 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)
  o 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 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 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. 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?

Each International Region has an event titled “Interview Only” and designated by the country name. The following countries already have an Interview Only event type to choose when making a nomination.

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<td>United Kingdom &amp; Ireland</td>
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For example, teams in Australia will apply to the event titled “Australia Dean’s List Interview Only Event”.

If your country is not listed, please email FTCDeansList@firstinspires.org.

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 student’s parent (if registered in the Student Registration System) notifying them of the submission. The email will include the nomination essay. The Affiliate Partner should reach out to the student to set up the interview.

**Finalists**

Students will be notified they have moved on as a Finalist from the Affiliate Partner. The Finalists are either notified via email, or at their Country Championship. There will be a separate email from FIRST Headquarters that will follow with the next steps.

**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
- The 10 FIRST Robotics Competition and 10 FIRST Tech Challenge winners will have the opportunity to apply for the Woodie Flowers Memorial Grant, with one student out of the 20 winners will be awarded the grant.
- 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.

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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:

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<th>International</th>
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Dean’s List Nomination Instructions

Create a Team

- Go to www.firstinspires.org and click “Register” to create an account. If you already have an existing account, log into your account.

- Fill out the required fields and click “Register” at the bottom of the page.

- You will receive an email to confirm and activate your account. Check your spam or junk email folder. If you have not received the email within a few hours, return to the login page and click “Forgot Password”.

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• Go to your email and click the activation link in the email.

Thank you for joining the FIRST Community – New User Account Created

Welcome to the FIRST Community!
Please Activate your account here. This link will expire within 48 hours of this email being generated.

You are now part of a group of over 410,000 youth participants and 200,000+ Mentors, Coaches, Judges and Volunteers. We are excited to have you with us!

If the above link does not work, please copy and paste the following into your browser:
https://my.firstinspires.org/accountManagerAccount/ConfirmAccount?ord=148255439366578babf0d65af3f4f5af2d85f672f653f7c05e8f3653ed461e

Still having issues? If you are still having trouble Activating your account, please go to
https://my.firstinspires.org/accountManager/ForgotPassword?login
and follow the steps to Reset your Password. The Reset Password feature will allow you to create a new password and login to our system, which will activate your account.

For more information about FIRST, check out http://www.firstinspires.org/

Questions? Contact us at customerservice@firstinspires.org.

This email was automatically generated by FIRST.

• After clicking on the link, you are redirected back to the website. Click “Click here to Log in”.

• Login using the email/password you used to register (you will be redirected to the Dashboard).
• Agree to FIRST Privacy Policy, FIRST Terms and Conditions, Youth Protection Program, and Code of Conduct for Program Activities.

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• Click “Submit”

Thank you for the acknowledgement and submission of the FIRST policies. To review these policies, you may select the Acknowledgement Forms from your personal dashboard menu, or please visit our website at FIRST.

Returning Users: Please review your profile for any changes or corrections to your information.

New users will be automatically prompted to complete their user profile.

New this season:

• Click “Continue” to complete your user profile.
• Make sure “My Profile” is filled out completely and click “Next”.

• Click “Continue”
• Click “Create a New Team(s)” from your Dashboard.

![Create New Team](image)

• Click Lead Coach/Mentor 1.”

![Lead Coach/Mentor](image)

**Program Selection**
• Select FIRST Tech Challenge, then click “Select and Continue”.

![Program Selection](image)
**Team Profile**
- Complete Team Information
  - Team Name (required to create a new team, and can be changed at a later date)
  - Country
  - Zip/Postal Code
  - City
  - State/Province
  - Region
  - Team Website (optional)
  - Mentoring (optional)
- Once Completed, click “SAVE & CONTINUE”

**School/Organization Information**
- Complete School/Organization Information by selecting the school or organization type.
  - If you choose school and do not see your school in the drop-down menu, scroll to the bottom and select “My school is not in this list.”
Invite Primary Contacts

- *Skip this step* if you do not have these contacts ready. Click “I will do this later.”

Confirmation Page

- A Confirmation Page will appear. Congratulations, you have successfully created a team. **You will not need to pay the registration fee for the season.** Click “FOR NEXT STEPS GO TO DASHBOARD”.
• You might be routed back to the below page to fill out additional profile information. Please fill this out and click “Next”.

Dean's List Nomination Steps
From the Team Registration Dashboard, select the appropriate team number. Under team options, click the button for “Certificates & Awards”.

• Click “FTC Dean's List Awards Submission”
• 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.

• After selecting the event where the nominee will be competing, you must select “Not in list” under “Youth”. You will then need to manually add the nominee’s information into the system.
You will then need to fill in all of the required fields about the student. Please note that for address you may use the address of the school rather than the students home address.

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%

Select year of graduation. If other is selected, the mentor will see a message appear stating the student is not eligible, and another student must be selected. This award is intended for students who are two to three years away from entering college.
**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

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**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

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**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

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**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

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• 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](image)
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.

![DEAN'S LIST AWARDS](image)

**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

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

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

FIRST Websites
FIRST homepage – 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. Thank you!