Dean’s List Nomination Guide - International
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![Onshape Logo]
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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](http://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](http://www.firstinspires.org).

*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

*Gracious Professionalism®* - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
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 yours 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>CEESA</td>
<td>China</td>
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<tr>
<td>Chinese Taipei</td>
<td>Cyprus</td>
<td>Egypt &amp; Lebanon</td>
<td>Hong Kong</td>
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<td>Jamaica</td>
<td>Kazakhstan</td>
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<td>Republic of Korea</td>
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<td>Russia</td>
<td>Saudi Arabia</td>
<td>South Africa</td>
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<tr>
<td>Spain</td>
<td>UAE</td>
<td>United Kingdom &amp; Ireland</td>
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</tbody>
</table>

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 season’s registration fee.
- 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.

*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.

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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:

**International**

<table>
<thead>
<tr>
<th>2 Finalists</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”.

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
• 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/accountManager/account/ConfirmAccount/?urid=41955590923a65769a9d92e99245d7f9fd7739b9c9a5003f5d9a9f584n903

Still having issues? If you are still having trouble Activating your account, please go to
https://my.firstinspires.org/accountManager/AccountForgotPassword/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.

FIRST Policies

AGREEMENT TO FIRST TERMS AND CONDITIONS

These Terms of Use constitute a legally binding agreement made between you, whether personally or on behalf of an entity ("you") and FIRST ("Company", "we", "our", "us", or "us"), concerning your access to and use of the http://www.firstinspires.org website as well as any other media form, media channel, mobile website or mobile application related, linked, or otherwise connected thereto (collectively, the "Site" or "Sites"). You agree that by accessing the Site, you have read, understood, and agreed to be bound by all of these Terms of Use.

Supplemental terms and conditions or documents that may be posted on the Site from time to time are hereby expressly incorporated herein by reference. We reserve the right, in our sole discretion, to make changes or modifications to these Terms of Use at any time and for any reason. We will alert you about any changes by updating the “Last Updated” date of these Terms of Use, and you agree to periodically review these Terms of Use to stay informed of updates. You will be subject to, and will be deemed to have been made aware of and to have accepted, the changes in any revised Terms of Use by your continued use of the Site after the "Last Updated" date.

I have read and consent to the FIRST Terms and Conditions

FIRST Policies

Code of Conduct for Program Activities

The FIRST mission is to inspire a generation of science and technology leaders who are both gracious and professional. The FIRST Code of Conduct lists some of the basic behaviors mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in FIRST activities.

- Exhibit Gracious Professionalism® at all times. Gracious Professionalism is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With Gracious Professionalism, fierce competition and mutual gain are not separate notions.
- Ensure the safety of all participants in FIRST activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all FIRST Youth Protection Program (YPP) policies.
- Report any unsafe behavior to event or local FIRST leadership.

I have read and consent to the FIRST Code of Conduct

FIRST Policies

Youth Protection Program

FIRST will strive to create an environment in which team members can grow, learn, and have fun with minimal risk of injury. FIRST will strive to inform everyone involved in its programs of its Youth Protection Program (YPP), and related resources, and provide assistance in meeting its standards. FIRST will maintain a Youth Protection Department (FIRST YPD) at its Manchester, New Hampshire headquarters for the purpose of fulfilling its commitment to protecting youth.

I have read and consent to the FIRST Youth Protection Policy

FIRST Policies

Privacy Policy

See also: Legal Notices

Last Review and Updater: May 12, 2020

FIRST takes your privacy seriously. As a nonprofit and a mission-driven youth-serving organization, we are committed to understanding how we are serving, how our programs are performing, and make improvements so that we can achieve our goals of making FIRST accessible to any youth who wants to be part of the fun, exciting and life-changing experience. Thus, we need to collect certain pieces of data from you to ensure we are meeting our goals and responsibilities as a youth-serving nonprofit organization.

This FIRST Privacy Policy describes how FIRST ("FIRST," "our," "we," "us," or "you") collects and processes personal data that users ("user," "you," or "you") provide to us at any of our websites where this Policy is posted (the "Site"). This Privacy Policy also applies to personal data which FIRST obtains by other means, as described below.

I have read and consent to the FIRST Privacy Policy

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

• 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.

• Click Lead Coach/Mentor 1.”

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

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Revision 1: 10/27/2020
**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

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

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

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
• 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.

• 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:** 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](http://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!