

2023-2024 *FIRST*® Tech Challenge

Dean's List Nomination Guide International

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Raytheon Technologies

Revision History		
Revision	Date	Description
1	10/17/2023	Initial Release
1.1	12/5/2023	Preparing for the Interview – handouts/presentations are not allowed in the interview

Contents

Contents.....	3
Introduction.....	5
What is <i>FIRST</i> ® Tech Challenge?	5
<i>Gracious Professionalism</i> ®	5
What is the <i>FIRST</i> ® Tech Challenge Dean's List Award?	5
Dean's List Award Criteria	6
Who is Eligible?	6
International	6
<i>FIRST</i> Robotics Competition/ <i>FIRST</i> Tech Challenge.....	6
What is the Deadline to Submit a Nomination?	7
What Information is Required for the Nomination?	7
Consent and Release Form	8
What Should Be Included in the Essay?	8
Best Practices for Writing the Nomination	9
Which Event Should I Apply For?	10
Dean's List Interview Only Event.....	10
How Are Students Notified if They Advanced to the Next Level?	10
Semi-Finalists	10
Finalists.....	10
Award Winners.....	10
Number of Advancing Finalists by Region	11
International	11
Submitting the Nomination.....	12
Deciding Which Students to Nominate	12
Who Submits the Nominations?	12
Lead Coach 1 and 2	12
Dean's List Award Submitter	12
Dean's List Nomination Instructions.....	14
Create a Team	14
Program Selection	20
Team Profile	21
School/Organization Information.....	21

Invite Primary Contacts	22
Confirmation Page	22
Dean's List Nomination Instructions	23
Student in List	25
Student Not in List	26
IMPORTANT STEP:	26
Preparing for the Interview	30
What to Expect	30
When is My Interview?	31
Appendix A – Resources	32
Game Forum Q&A	32
Volunteer Forum	32
<i>FIRST</i> Tech Challenge Game Manuals	32
<i>FIRST</i> Headquarters Pre-Event Support	32
<i>FIRST</i> Websites	32
<i>FIRST</i> Tech Challenge Social Media	32
Feedback	32
Appendix B – Dean's List Award: Helpful Terms	33

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. Participants and alumni of FIRST programs gain access to education and career discovery opportunities, connections to exclusive scholarships and employers, and a place in the FIRST community for life. To learn more about FIRST® Tech Challenge and other FIRST® Programs, visit www.firstinspires.org.

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 the most outstanding secondary school *Students* from FIRST®, the Kamen family sponsors awards for selected 10th or 11th grade* *Students* known as the FIRST® Robotics Competition and the FIRST® Tech Challenge FIRST Dean's List Award.

There are three (3) levels 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 school year nominated by each *Team*.
2. **FIRST Dean's List Finalists** - The *Students* selected for each Regional 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.

The *Students* who earn FIRST Dean's List status as a Semi-finalist, Finalist or Winner, are great examples of current Student leaders who have led their *Teams* and communities to increased awareness for FIRST and its mission. It is the goal of FIRST that these individuals will continue, post-award, as great leaders, student alumni, and advocates of FIRST.

In 2019, the [Woodie Flowers Memorial Grant](#) was established for Dean's List Award Winners pursuing STEAM fields of study.

Dean's List Award Criteria

Criteria for selection of the *FIRST* Dean's List 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*
- 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

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.

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/region's 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.

What is the Deadline to Submit a Nomination?

The deadline to make a submission will be the 15th of the month prior to their region's Dean's List Interview Only event. **The nomination window will close on the 15th at 11:59pm Eastern time.** For Example:

2023 DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Deadline for Dean's List Interview Only events scheduled in January 2022

2024 JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

All regions will have a deadline of the 15th of the month prior to the regions scheduled Dean's List Interview Only event.

20 Interview Only Event

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.

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 at a Dean's List 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 (spaces and punctuation are included in this limit)
- 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.** Students with a *FIRST* Dashboard account and a signed Consent and Release form in their profile can be selected in the drop-down list in the nomination portal. If the student does not have a signed form in their Dashboard account, or does not have a Dashboard account, Mentors may check

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

off a new checkbox acknowledging that they have a signed paper copy of the *FIRST* Consent and Release form before submitting. Paper forms may be acquired by reaching out to your [local leadership](#).

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. Instructions on how to register youth can be found on our website: <https://www.firstinspires.org/resource-library/youth-registration-system>.

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 a signed paper consent and release form **MUST** be brought to each event where the student participates in *FIRST* activities. We strongly encourage to have every youth register in the *FIRST* dashboard and have a parent complete the youth's consent and release form.

What 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 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*. Essays must be submitted in English.

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 areas of STEM. This could include but is not limited to skills in engineering, software, CAD, fabrication, etc. Please provide examples.
5. Explain the student's leadership to their fellow team members. 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'd like us to know about the student, including academic performance, specialized skills, technical expertise, or additional extracurricular activities.

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 in 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. Don't 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 able to 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 Appendix B: Dean's List Awards 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 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.?

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

Which Event Should I Apply For?

Dean's List Interview Only Event

Every region will have a "Dean's List Interview Only" event associated with that region. Coaches must select this event in the dropdown when they are submitting the Dean's List 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 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 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 Dean's List 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 in order to be considered.

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.
- 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*.

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. The list below outlines the number of advancing finalists by region:

International

2 Finalists	3 Finalists	4 Finalists
<ul style="list-style-type: none"> • Brazil • CEESA • Chinese Taipei • Cyprus • Egypt & Lebanon • Hong Kong • India • Israel • Jamaica • Kazakhstan • Lebanon • Libya • Netherlands • Nigeria • Qatar • Republic of Korea • Russia • Saudi Arabia • South Africa • Spain • Thailand • UAE 	<ul style="list-style-type: none"> • Australia • United Kingdom & Ireland 	<ul style="list-style-type: none"> • China • Romania

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. *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 Dean's List Award. This can either be done by the lead coach 1 or 2, or by a role called Dean' List Award Submitter.

Lead Coach 1 and 2

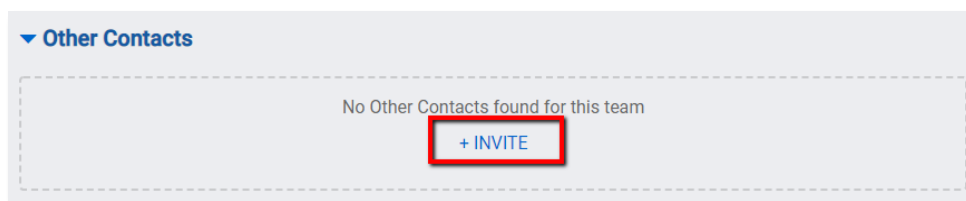
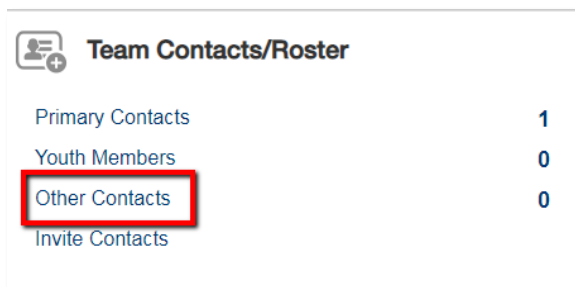
The lead coaches 1 and 2 can make the nomination through the team dashboard. If a mentor or coach (who is not listed as the main or alternate contact in the team dashboard) would like to nominate a student for the Dean's List Award, they can send the nomination essay and required information to the team's lead coach 1 or 2 to be officially submitted through the team dashboard or be added as a Dean's List Award Submitter (covered in the next section). All nominations **must** be entered through the system, any nominations sent straight to *FIRST* will not be considered.

In instances when a student's parent(s) are listed as the lead coach 1 and 2, but the non-relative coach/mentor is writing the nomination, *FIRST* Tech Challenge has required that the non-relative mentor or coaches name be added to the end of the nomination essay. The name added to the end of the essay does count against the 4,000-character limit.

Dean's List Award Submitter

The lead coach 1 or 2 has the option to add the role "Dean's List Award Submitter" to the team to complete the nomination. Follow these steps to add this role to the team from the team's dashboard.

Click "Other Contacts" from the team dashboard. Click "Invite"



Select “Dean’s List Award Submitter” and enter the full name and email address of the person who will be submitting the nomination.

Invite Team Contacts

FIRST Tech Challenge Team# 15934

All fields are required

* Contact Type

Please Select

Please Select

Lead Coach/Mentor 2

Team Administrator

Mentor

Youth Mentor

Corporate

School

Scholarship

Guidance

Technical

Dean's List Award Submitter

Full Name

Email Address

add another

☐ Email me a copy

Cancel

Send Invitation

PERSON YOUTH TEAM MEMBERS


Dean's List Nomination Instructions

Create a Team

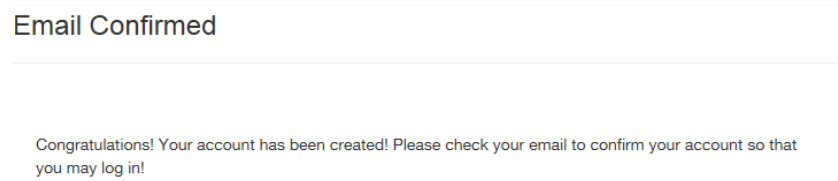
- Go to www.firstinspires.org and click “Register” to create an account. If you already have an existing account, log into your account.



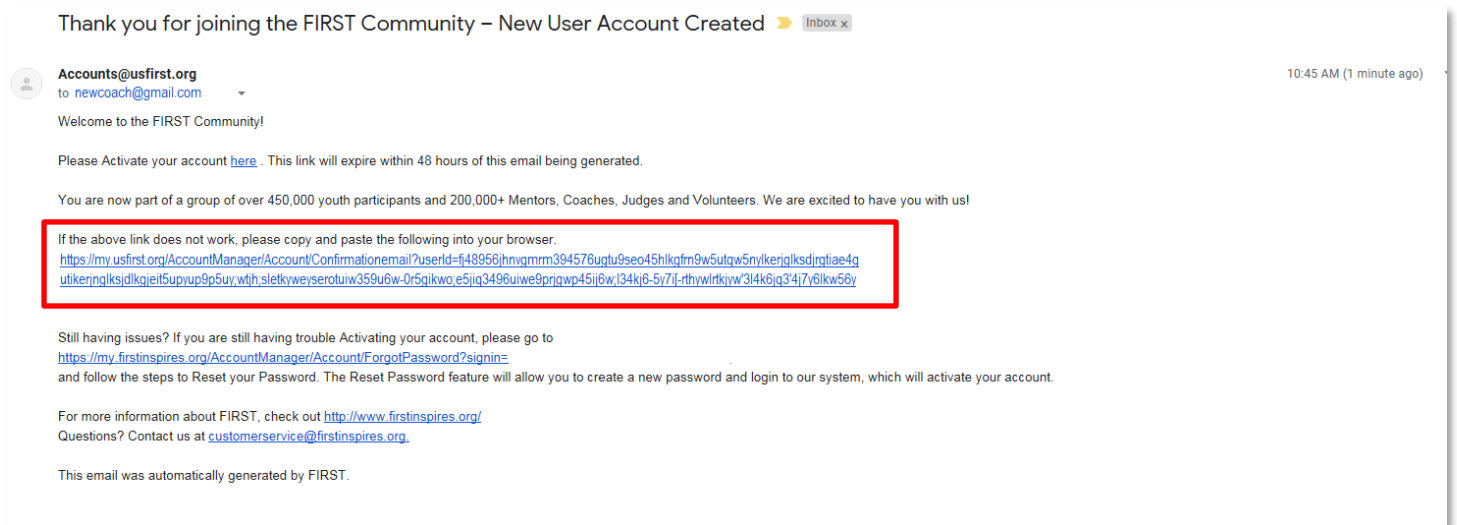
- Fill out the required fields and click “Register” at the bottom of the page.

Your Email *
 Your First Name *
 Your Last Name *
 Your Date of Birth *
 Country *
 Password *
 Confirm Password *
 Agreements * ☐ I have read and agree to the [FIRST Privacy Policy](#)
☐ I'm not a robot 

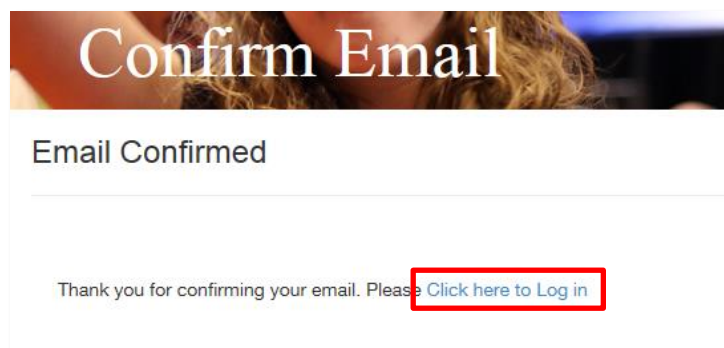
- You will receive an email to confirm and activate your account. Check your spam or junk email folder. If you have not received the email within a few hours, return to the login page and click “Forgot Password”.



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



- 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).

Login With FIRST Account

Email Address
newcoach@gmail.com

Password
••••••••

☐ Show Password ☐ Remember Me

LOG IN

- 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", "us", or "our"), 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 waive any right to receive specific notice of each such change. It is your responsibility 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


I have read and consent to the *FIRST* Terms and Conditions

I AGREE

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 (*FIRST* 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

I AGREE

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. This *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.

Persons who do not comply with this Code of Conduct may be barred from

I have read and consent to the *FIRST* Code of Conduct

I AGREE

FIRST Policies

FIRST Privacy Policy

See also: [Legal Notices](#)

Last Review and Update: May 8, 2020

FIRST takes your privacy seriously. As a nonprofit and a mission-driven youth-serving organization, we are compelled to understand who 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,") collects and processes personal data that users ("user," "your," or "you") provide to us at any of our web sites where this Policy is posted (the "Sites"). 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

I AGREE

- Click “Submit”

FIRST Policies



Thank you for the acknowledgement and submission of the *FIRST* policies. To review these policies, you can select 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:

SUBMIT

- Click “Continue” to complete your user profile.

Your User Profile Is Incomplete

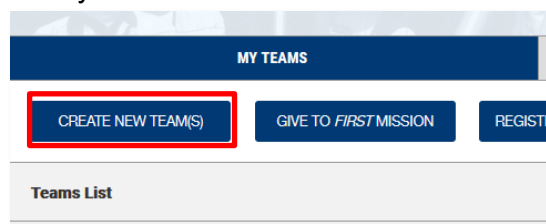
Please complete your user profile

CONTINUE

- 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.”

CREATE NEW TEAM(S)

If you are trying to re-register an existing team, please use the back arrow to return to your Dashboard to access the shopping cart to pay the team registration for your existing team. If you are not currently the team administrator or lead coach/mentor for a team you are trying to re-register, please contact the previous team contact, as they can invite you as the replacement contact.

TEAM ADMINISTRATOR

This is an optional role and is not required to create a team.

The Team Administrator is a separate role from the Lead Coach/Mentor for the team.

Limited access to Team Administration functions:

- Can pay for team registration.
- Can invite Coach/Mentor 1 and 2.
- Can also be a Coach/Mentor 1 or 2.
- Can NOT invite Youth Team Members or other adult team contacts.

Sign up as a Team Admin

LEAD COACH/MENTOR 1

For adults who coach the team.

Full rights to administer the team (including payment and invites).

Subject to Youth Protection Policies (YPP).

Can invite Coach/Mentor 2 and Team Administrator.

Can also be the Team Administrator.

Sign up as a Coach

Program Selection

- Select *FIRST* Tech Challenge, then click “Select and Continue”.

PROGRAM SELECTION

IMPORTANT NOTE:

To create your *FIRST*® team, please select the program option you would like to register for by clicking on the program name. Please note the recommended ages associated with each of our programs when making your selection. [Learn more about FIRST PreK-12 programs.](#)

FIRST® LEGO® League consists of three divisions for ages 4-14. Select the *FIRST* LEGO League button to register an individual team for *FIRST*® LEGO® League Explore (recommended ages 6-10) or *FIRST*® LEGO® League Challenge (recommended ages 9-14). If you are interested in *FIRST*® LEGO® League Discover (recommended ages 4-6), please [click here](#) to register for a *FIRST* Class Pack.

If you're not sure which program to select, contact Customer Service: 1-800-871-8326 | customerservice@firstinspires.org | [Live Chat](#)

FIRST® LEGO® League
 (Suggested ages 4-14)

FIRST® Tech Challenge
 (Suggested ages 12-18)

FIRST® Robotics Competition
 (Suggested ages 14-18)


FIRST® Tech Challenge Team Registration


FIRST Tech Challenge teams design and build a robot using a reusable kit of parts, and compete, playing a new game released every year. Teams of up to 15 students compete head-to-head against teams in their region just like other school sports. This program is for students aged 12 to 18.

Registration Includes:

- Registration fee: \$295
-does not include applicable taxes
- Access to purchase a discounted, reusable robotics kit*
- Access to online building and programming materials

*Required robot set sold separately.



PRESENTED BY 

GO BACK

SELECT AND CONTINUE

LEARN MORE

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”

All fields are required (unless otherwise indicated)

TEAM NAME
(Team Name can be changed at anytime through the Team Profile. Team Name need to also have at least 1 alpha numeric character.)

COUNTRY
Select Country

ZIP/ POSTAL CODE

CITY

STATE/PROVINCE

REGION
Select Region

YOUTH PARTICIPATION
(Optional) How many youth participants contributed to your team that may or may not have been registered within the system?

Number of Youth Participants on this Team

TEAM WEBSITE (Optional): Please include all information needed in the actual website URL (example: https://www.abcdefg.org)

MENTORING (Optional)

☐ Our team currently mentors other teams

☐ Our team would be willing to mentor other teams

☐ Our team would like to be mentored by another team

GO BACK

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.”

FIRST Tech Challenge Team# 20239

School/Organization

School/Organization Type

Please Select or Type

Please Select or Type

Family/Community

Home School

Library

School

Youth Organization

GO BACK

SAVE & CONTINUE

Invite Primary Contacts

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

You have the option of inviting a Coach/Mentor 2 now. If you choose to invite a Coach/Mentor 2 at a later time you can do this by selecting “Manage and Invite Team Contacts” from your dashboard. The Coach/Mentor 2 will also be required to pass Youth Protection screening.

Your team will not be able to invite youth members to participate on the team or register for an event until your team has both a screened Coach/Mentor 1 and a screened Coach/Mentor 2.


LEAD COACH/MENTOR 2

FIRST NAME

LAST NAME

EMAIL ADDRESS

[+ ADD TEAM ADMIN](#)

☐ I'm not a robot  reCAPTCHA
Privacy • Terms

[GO BACK](#) [SAVE & CONTINUE](#)

[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”.

CREATE NEW TEAM(S)

ON **TEAM PROFILE**

✓ You have created FIRST® Tech Challenge Team #20239
Robots Rule

[FOR NEXT STEPS, GO TO DASHBOARD](#)

Dean's List Nomination Instructions

- 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”.

The screenshot shows the team dashboard with three main tabs: MY TEAMS, PARENT/GUARDIAN - YOUTH, and VOLUNTEER REGISTRATION. Under MY TEAMS, there are buttons for CREATE NEW TEAM, GIVE TO FIRST MISSION, REGISTERING YOUTH FAQ, and RETURNING TEAMS. Below these is a 'Teams List' table with columns for Team Name, Team Number, Program, Team Type, and Return. The first row shows 'Robots Rule', '#20239', 'FIRST® Tech Challenge', 'Individual Team', and a checkmark. Below the table, there are three main sections: Team Options, Team Finances, and Team Contacts/Roster. In the Team Options section, the 'Certificates & Awards' button is highlighted with a red box, and a link 'FTC Dean's List Awards Submission' is visible below it. The Team Finances section shows a shopping cart with items like Payment/Product (Receipt), Funds & Grants (\$0.00), and Credits (\$0.00). The Team Contacts/Roster section shows a list of contacts with counts: Primary Contacts (1), Youth Members (0), Other Contacts (0), and Invite Contacts (0). A 'Review Outstanding Tasks' button is also present.

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

The screenshot shows the 'DEAN'S LIST AWARDS' nomination form. It has a header with the title and a navigation link '< Back to Dashboard'. The form is divided into two main sections: 'First Nominee' and 'Second Nominee (optional)'. The 'First Nominee' section contains instructions about nominating up to 2 nominees, the requirement for a non-related mentor, and a link to email FTCDeansList@firstinspires.org if the event is not listed. It also provides information about student eligibility and a link to the resource library. The 'Second Nominee (optional)' section contains two dropdown menus: 'Region' (set to Australia) and 'Event to be Judged at' (set to Australia DLA Interview Only Event Test). The 'Event to be Judged at' dropdown is highlighted with a red box.

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

< Back to Dashboard

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 Dean's List Awards.

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 FTCDeansList@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 DLA Interview Only Event Remote

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 list, select the student's name. The student's name, address, and email will populate (will not show on the screen). The mentor or coach nominating the student must then the nomination essay of 4,000 characters or less.

Youth

John (Jack) Smith

What year will your student graduate from secondary school? ⓘ

2025

Criteria for selection of the *FIRST* Dean's List 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

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

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. The mentor or coach nominating the student must then fill out the student’s GPA and write the nomination essay of 4,000 characters or less.

Youth

Not in list

First Name

Last Name

Email

What year will your student graduate from secondary school? ⓘ

2025

Address Line 1

Address Line 2

Country

United States

Zip/Postal Code

City

State/Province

Select State

IMPORTANT STEP:

When 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 Tournament Director for those students being interviewed remotely.

- ☐ 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.

4. 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 Dean's List 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 students' experience in 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. How do they motivate others? What is their leadership style? Please provide examples.

800 characters left

5. 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. Then write in how long the student has been in *FIRST*.

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

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

30 characters left

6. Once you have completed the nomination, check the acknowledgement box, and click “Save Changes”. **ALL** fields on the nomination screen **must** be filled out to save changes. **Be sure to select 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 CHANGES, 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

Be sure to select 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 CHANGES, information entered into the form will **not** be saved when you leave.

SAVE CHANGES

FTC Dean's List will automatically submit on the 15th of the month!

Nominations are due at 11:59 PM Eastern Time

7. 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

< Back to Dashboard

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 Dean's List Awards.

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 FTCDeansList@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

IMPORTANT: If you choose to submit 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 the essay nomination written by the coach. Semi-finalists should make sure to read the essay to help prepare for the interview. Be prepared to discuss topics written in your nomination essays 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.

New: Interviews are now 6-10 minutes long. Students needing a translator or sign language interpreter may include an additional person to act as that translator/interpreter. The translator/interpreter does not need to be a team member. For these students, the duration of the interview is increased by up to 5 minutes.

The interview is where the Dean's List 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 afraid to share 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:

- How long have you been involved with *FIRST*?
- Describe your roles and responsibilities.
- What is your specialty role on the team? Describe your contribution.
- Describe one example of how you were a leader.
- Give me your thoughts on how you could improve the *FIRST* experience?
- Describe how you plan to continue to be active in *FIRST* through college and beyond.
- Give me examples of your *FIRST* activities in your school?
- Give me examples of your *FIRST* activities in your community?
- What technical innovations have you brought to your team's robot?
- What are your plans for college and beyond?

We also recommend reviewing the Dean's List Award Helpful Terms in Appendix B in preparation for your interview.

When is My Interview?

Each region schedules the Dean's List Interview Only event based on the timing of their season. There will also be differences of remote interviews or in person interviews at an event.

Coaches will be contacted by a Tournament Director or Dean's List 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.

Appendix A – Resources

Game Forum Q&A

<https://ftc-qa.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 user name and password for your team.

Volunteer Forum

Volunteers can request access to role specific volunteer forums by emailing FTCTrainingSupport@firstinspires.org. You will receive access to the forum thread specific to your role.

FIRST Tech Challenge Game Manuals

Part 1 and 2 - <https://www.firstinspires.org/resource-library/ftc/game-and-season-info>

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 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.

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!

Appendix B – Dean's List 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.

- Dean's List Semi-finalists – Comprised of the two (2) students in their 10th or 11th school year* nominated by each team.
- Dean's List District Championship Semi-finalists – District Semi-finalists that are selected to move on to the second round of interviews at the District Championship.
- Dean's List Finalists – The students selected at each *FIRST* Tech Challenge Regional Championship or *FIRST* Robotics Competition Regional and District Region.
- 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.
- 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.
 - Lead - A leadership position over a specific area of responsibility and should include a "team area" below.
 - Either of the above 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 presenting preparation.
 - Finance - responsible for fundraising, grant writing, and sponsor relationships.
 - Outreach - responsible for organizing and leading demonstrations and events not tied to competitions.
 - Drive Team/Scouting/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.
 - 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 *FIRST* 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.