Dean’s List Nomination Guide
- US
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Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”

Revision History

<table>
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<th>Date</th>
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</tr>
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<tbody>
<tr>
<td>1</td>
<td>10/27/2020</td>
<td>Initial Release</td>
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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
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?

Any team member in North America (includes Canada and Mexico) who is in 10th or 11th grade may be nominated for the Dean’s List Award. Each team may only submit two nominations. Students who are in 10th and 11th grade that mentor the team (and do not actively participate as members of the team) are not eligible. Teams must have two screened coaches and also must have paid the current season’s registration fee to be eligible.
What is the Deadline to Submit a Nomination?

The deadline to make a submission will be the 15th of the month prior to the event where the student will be competing. The nomination window will close on the 15th at 11:59 pm Eastern time. For example:

<table>
<thead>
<tr>
<th>2020 DECEMBER</th>
<th>2021 JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY Monday Tuesday Wednesday Thursday Friday Saturday</td>
<td>SUNDAY Monday Tuesday Wednesday Thursday Friday Saturday</td>
</tr>
<tr>
<td>29 30 1 2 3 4 5</td>
<td>27 28 29 30 31 1 2</td>
</tr>
<tr>
<td>6 7 8 9 10 11 12</td>
<td>3 4</td>
</tr>
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<td>13 14 15 16 19</td>
<td>10 11 16</td>
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<tr>
<td>20 21 22 23 26</td>
<td>17 18</td>
</tr>
<tr>
<td>27 28 29 30 31 1 2</td>
<td>24 25 26 27 28 29 30</td>
</tr>
<tr>
<td>All events will have a deadline of the 15th of the month prior to the event where the team will be competing. In all of these cases, the deadline will be December 15th, 2020.</td>
<td></td>
</tr>
</tbody>
</table>

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 for the veracity and 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’s 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.

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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.
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 at one (1) qualifying tournament, league tournament or 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.
- Nominee GPA – Although the award is not strictly academic, the GPA may be considered when determining a student’s academic excellence. Mentors will enter the nominee’s GPA and any qualifying details. Mentors will have 200 characters to describe academic excellence. 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%
- Tournament for the Dean’s List interview to take place (where the team will be competing)
- 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

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 nomination essay 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. Nominations 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/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.

### Which Event Should I Apply For?

There are three levels of competition where a Dean’s List semi-finalist must be interviewed:

- Qualifying Tournament
- League Tournament
- Interview Only (for regions that have not yet implemented qualifying tournaments or league structures).

It is **required** that the coach/mentor making the nomination choose an event within their own state/region AND an event where they will be competing for the semi-finalist to be interviewed. This is a vital step as the nomination along with notes from the interview feed up to the state/region championship. Only if a state does not have events there may be exceptions to apply in another region.

**Interview Only Events**

A separate category of “Interview Only” events have been created for those regions that only have championship tournaments, and do not host qualifying tournaments or league tournaments. The purpose of the interview only event is to ensure that each semi-finalist within those regions has an event to apply their nomination to and will be interviewed prior to the state championship.

Teams unsure of which event to apply to should 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.

**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.

**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:

**North America**

<table>
<thead>
<tr>
<th>2 Finalists</th>
<th>3 Finalists</th>
<th>4 Finalists</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Alabama</td>
<td>• Alaska</td>
<td>• California – LA</td>
</tr>
<tr>
<td>• Alberta, Canada</td>
<td>• Arizona</td>
<td>• California – NorCal</td>
</tr>
<tr>
<td>• Arkansas</td>
<td>• California – San Diego</td>
<td>• Florida</td>
</tr>
<tr>
<td>• British Columbia, Canada</td>
<td>• Colorado</td>
<td>• Illinois</td>
</tr>
<tr>
<td>• Connecticut</td>
<td>• Georgia</td>
<td>• Iowa</td>
</tr>
<tr>
<td>• Delaware</td>
<td>• Indiana</td>
<td>• Minnesota</td>
</tr>
<tr>
<td>• Hawaii</td>
<td>• Maryland</td>
<td>• Missouri</td>
</tr>
<tr>
<td>• Idaho</td>
<td>• Massachusetts</td>
<td>• New Jersey</td>
</tr>
<tr>
<td>• Kentucky</td>
<td>• Mexico</td>
<td>• Oregon</td>
</tr>
<tr>
<td>• Louisiana</td>
<td>• Mississippi</td>
<td>• Texas – North</td>
</tr>
<tr>
<td>• Montana</td>
<td>• New York – Excelsior</td>
<td>• Texas – Central</td>
</tr>
<tr>
<td>• Nebraska</td>
<td>• New York – Long Island</td>
<td>• Virginia</td>
</tr>
<tr>
<td>• Nevada</td>
<td>• New York – NYC</td>
<td>• Washington</td>
</tr>
<tr>
<td>• New Hampshire</td>
<td>• North Carolina</td>
<td>• Alaska</td>
</tr>
<tr>
<td>• New Mexico</td>
<td>• Ohio</td>
<td>• Arizona</td>
</tr>
<tr>
<td>• North Dakota</td>
<td>• Oklahoma</td>
<td>• California</td>
</tr>
<tr>
<td>• Ontario, Canada</td>
<td>• Pennsylvania</td>
<td>• Arizona</td>
</tr>
<tr>
<td>• South Carolina</td>
<td>• Rhode Island</td>
<td>• California – San Diego</td>
</tr>
<tr>
<td>• Texas – South</td>
<td>• Texas – East</td>
<td>• Colorado</td>
</tr>
<tr>
<td>• Vermont</td>
<td>• Texas – West and Panhandle</td>
<td>• Georgia</td>
</tr>
<tr>
<td>• West Virginia</td>
<td>• Utah</td>
<td>• Indiana</td>
</tr>
<tr>
<td>• Wyoming</td>
<td>• Wisconsin</td>
<td>• Maryland</td>
</tr>
</tbody>
</table>

Gracious Professionalism®: “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
Dean’s List Nomination Instructions

• From the team registration dashboard, select the appropriate team number. Under team options, click the button for “Certificates & Awards”. The team must not have any outstanding tasks and must have paid for registration to submit for the Dean’s List Award.

• 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 choose the student from the dropdown list.
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 fill out the student’s GPA and write the nomination essay of 4,000 characters or less.

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%

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.

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%
**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.

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**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
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!