Sponsor Thank You

Thank you to our generous sponsor for your continued support of the FIRST® Tech Challenge!

Volunteer Thank You

Thank you for taking the time to volunteer for a FIRST® Tech Challenge event. FIRST® and FIRST® Tech Challenge rely heavily on volunteers to ensure events run smoothly and are a fun experience for teams and their families, which could not happen without people like you. With over 6,500 teams competing yearly, your dedication and commitment are essential to the success of each event and the FIRST Tech Challenge program. Thank you for your time and effort in supporting the mission of FIRST!
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<td>18</td>
</tr>
</tbody>
</table>
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.

FIRST Privacy Policy

FIRST takes the privacy of our community 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 personal data from participants and volunteers to ensure we are meeting our goals and responsibilities as a youth-serving nonprofit organization.

As a volunteer, you may be asked to handle the personal data, or personally identifiable information (PII), of coaches, team members, and even other volunteers. It is critical that you understand and follow the FIRST Privacy Policy and complete any data protection and privacy training required by your role. If you have any questions regarding data protection and privacy, please reach out to the FIRST Data Governance Team at privacy@firstinspires.org.

Volunteer General Information

Our FIRST Volunteer Handbook is a comprehensive guide to the different ways people can volunteer with FIRST. It includes expectations, descriptions of training, policies, and more.

Learn more about the roles of volunteers on our Volunteer Resources page, “Volunteer Role Descriptions

Volunteer Training and Certification

Volunteers must create an account on www.firstinspires.org and apply to the role. Upon application, training can be accessed from within the dashboard. Please follow these instructions to access training through the dashboard.

If you have applied for a role but do not see the link to training in your dashboard, or you have other training related questions please email FTCTrainingSupport@firstinspires.org.

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
**Volunteer Minimum Age Requirement**
The minimum age requirement of a FIRST volunteer is **13 years old**.

A minor must have a parent or guardian give written permission to volunteer. In addition, the FIRST Consent and Release Forms will need to be signed by a parent or guardian in the Volunteer Registration system for any volunteer under age 18.

**Bring a Friend!**
Volunteers are a huge part of the FIRST Tech Challenge Program and continuing to inspire students to seek out careers in science, technology, engineering, and math (STEM). FIRST Tech Challenge needs your help in recruiting new volunteers to keep our programs thriving for future generations! If you have a friend or co-worker you think would be interested in volunteering at an event, there are just a few easy steps to help get them involved!

1. Check out our full list of volunteer opportunities online!
2. Have them apply for the Event in the Volunteer Registration System. Volunteers must be screened before volunteering.
3. Have them contact Firsttechchallenge@firstinspires.org with any questions they may have.

If they are concerned about jumping in head first, no worries! Job shadowing at a FIRST Tech Challenge Event is a great way to get a taste of what a full day’s worth of competition looks like. New volunteers can discover ways they can fit their personal skills into a volunteer position!

**Helping Teams Succeed**
A volunteer’s role is about helping a team succeed so they can compete. Teams spend countless hours, weeks and sometimes months working and reworking their robot design and strategies. After all this effort, some teams will still need a friendly volunteer to help create a positive event experience for the students.

**Job Description**

**Role Overview**
The Dean’s List reviewers’ responsibilities include:

- Reading this manual and complete the Dean’s List reviewer certification test.
- Complete FIRST’s Data Privacy & Protection training.
- Access and review nominations prior to the event.
- Review interviewers comments from the interview.
- Select regional finalists.

The Dean’s List reviewers are responsible for selecting the Dean’s List Award finalists. There will be at least two reviewers in a region that work together to determine the finalists for that region. The reviewers must access the Dean’s List Award System to view the original nomination as well as the notes from the Dean’s List interviewers. Once all the nominations and notes have been considered, the reviewers are responsible for choosing the finalist students to be announced at the regional championship. Dean’s List reviewers do not need to be present at the event; rather they review each semi-finalist and enter the finalists in the Dean’s List Award System. This information will feed up to the regional championship tournament director.

- **Physical/Technical Requirements:**
  - Technical – Medium
• Physical – Low
• Administrative – High
• Communication – High

**Time commitment:** Dean’s List reviewers should read this manual prior to serving in this role. They should speak to the tournament director or program delivery partner to check for additional requirements, such as collaborating with other reviewers to make final selections. Dean’s List reviewers should read through each student nomination, notes from the interviewers, and decide the finalist for the region. Generally, reviewers should expect 3-4 hours for reading the nominations and selecting finalists.

**Conflict of Interest**

Conflicts of interest should always be disclosed, either to the tournament director or program delivery partner. Volunteers serving in the role as a Dean’s List interviewer must not interview teams with whom they have a conflict of interest with. Some scenarios of conflict of interests:

- A coach/mentor is volunteering as an interviewer.
- A parent/relative of a team member is volunteering as an interviewer.
- An alumni (student or adult) of a team is volunteering as an interviewer.
- A sponsor of a team is volunteering as an interviewer.

Having a conflict of Interest, or even the perception of a conflict of interest can impact a team’s experience, even if decisions that were made were not biased in any way. The perception of potential favoritism is enough to discourage a student, coach or mentor, and take away from their overall experience. Knowing what conflict of interest is, and how to avoid being in a position that could be a conflict will ensure all students feel they have been evaluated fairly.

**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.

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

Every registered FIRST Tech Challenge team can submit up to two (2) students as FIRST Dean’s List Award semi-finalists.

- Students must be a sophomore (grade 10) or junior (grade 11) to be eligible for this award.
  - Note: For regions of the world that do not use grade levels such as this to identify years of schooling: This award is intended for students who are two (2) to three (3) years away from entering college or university. Students that would be attending college or university in the next academic year are not eligible. Mentors will be asked for the year of graduation during the nomination process.

- The coach or mentor nominating the student(s) must submit an essay explaining why the student should receive this award. The essay must be 4,000 characters or less.

**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

**Dean’s List Award Evaluation Structure**

The chart below is a visual aid to show how each category feeds into specific levels of competition, starting with the coach making the nominations. Dean’s List interviewers are responsible for interviewing semi-finalists (nominees). Interviews are done either in person at a traditional event, or remotely (this will be region dependent, please check with your local program delivery partner). The Dean’s List reviewer will then review the nominations and the interviewer notes within a state/region to determine which students will move to the next level as Dean’s List finalists. Depending upon the size of the region, there will be 2-4 Dean’s List finalists within each state or region (see Number of Advancing Finalists by Region for further details). These finalists will be announced at the Regional Championship Tournament. A separate panel will review the Dean’s List finalists and choose the 10 FIRST Tech Challenge Dean’s List winners.
Dean’s List Reviewer Role

Access the Nominations
Dean’s List reviewers are required to apply for this volunteer role through the dashboard on firstinspires.org. All reviewers are required to apply and complete YPP screening prior to accessing any student information.

Dean’s List Award nominations are posted on a private, password-protected site where only the interviewers, reviewers, and authorized FIRST staff can read the entries. The link to the system is below. Please see the Dean’s List Award System section of this manual for further instructions and features of the system.

Link to Dean’s List Award System:
https://my.firstinspires.org/Judging/

Reviewer Collaboration
There must always be at least two reviewers that will work together to read all the nominations and decide who the finalists will be. In some regions, a committee might be formed to review the nominations and to make final decisions. Reviewers should check with the program delivery partner in their region to determine if a committee has been formed to review nominations, or if they will need to collaborate with one other individual.

Reviewers can choose to either meet in person, or via conference call to discuss each semi-finalist in detail. It is most helpful for each reviewer to read the nominations prior to this meeting and have ideas of which candidates are the top contenders and why.

Review Timeline
Working together with the other assigned reviewer(s), plan to discuss the nominations approximately 2 weeks before the championship tournament. This will allow plenty of time to collaborate and decide which semi-finalists will be named Dean’s List finalists and provides time for the finalists to be communicated to the tournament director and/or program delivery partner.
Dean’s List Reviewers – Selecting Finalists

It can be a difficult task for the reviewers to determine which semi-finalists will move to the next level as finalists. The reviewer should always keep in mind the criteria when making their decisions. This section goes over some other items the reviewer should and should not consider when making their decision.

**Essay Nomination**

The essay nomination that is submitted by the coach of the student is broken down into five prompts. The prompts ask the coaches to provide specific examples of how the student meets the award criteria. Each of the prompts has an 800-character limit.

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:

1. Please share anything else you’d like us to know about the student, including academic performance, specialized skills, technical expertise, or additional extracurricular activities.

**FIRST Robotics Competition/FIRST Tech Challenge**

Both *FIRST* Robotics Competition and *FIRST* Tech Challenge are eligible to be nominated for the Dean’s List Award in their region’s program. There is no rule that states a student cannot be nominated for both. Reviewers should focus on the student’s accomplishments in the program they have been nominated for, rather than disregarding a student that has been nominated for both programs.

**Individual Contributions**

Many essay nominations will outline team activities, but not necessarily discuss what the student’s individual contributions are to the activity. This is where the job of the interviewer is very important, and they have been instructed to include these types of notes to better assist the reviewer in making their final decisions.

Other questions a reviewer can ask themselves when making final decisions:

- Is the student a great ambassador for *FIRST*?
- Is the student a leader?
- Is this a student that will continue to be involved with *FIRST* and its mission in future years?
- How have they helped increase the awareness of *FIRST*?

**Previous Year Finalists**

If a student was selected as a finalist in the previous year, they are still eligible to be considered as a finalist for the current year, as long as all other eligibility criteria are met.
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>Chesapeake</td>
</tr>
<tr>
<td>British Columbia, Canada</td>
<td>Colorado</td>
<td>Florida</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Georgia</td>
<td>Illinois</td>
</tr>
<tr>
<td>Delaware</td>
<td>Indiana</td>
<td>Iowa</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Massachusetts</td>
<td>Minnesota</td>
</tr>
<tr>
<td>Idaho</td>
<td>Mexico</td>
<td>Missouri</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Mississippi</td>
<td>New Jersey</td>
</tr>
<tr>
<td>Louisiana</td>
<td>New York – Excelsior</td>
<td>Oregon</td>
</tr>
<tr>
<td>Montana</td>
<td>New York – Long Island</td>
<td>Texas – North*</td>
</tr>
<tr>
<td>Nebraska</td>
<td>New York – NYC</td>
<td>Texas – Central*</td>
</tr>
<tr>
<td>Nevada</td>
<td>North Carolina</td>
<td>Texas – West and Panhandle*</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Ohio</td>
<td>Utah</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Oklahoma</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>North Dakota</td>
<td>Pennsylvania</td>
<td></td>
</tr>
<tr>
<td>Ontario, Canada</td>
<td>Rhode Island</td>
<td></td>
</tr>
<tr>
<td>Quebec, Canada</td>
<td>Texas – East</td>
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</tr>
<tr>
<td>South Carolina</td>
<td>Texas – West and Panhandle*</td>
<td></td>
</tr>
<tr>
<td>Texas – South*</td>
<td>Utah</td>
<td></td>
</tr>
<tr>
<td>Vermont</td>
<td>Wisconsin</td>
<td></td>
</tr>
<tr>
<td>West Virginia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wyoming</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Although these regions are now merged, they will continue to have separate allocations for the Dean’s List award.

**International**

<table>
<thead>
<tr>
<th>2 Finalists</th>
<th>3 Finalists</th>
<th>4 Finalists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brazil</td>
<td>Australia</td>
<td>China</td>
</tr>
<tr>
<td>Chinese Taipei</td>
<td>United Kingdom &amp; Ireland</td>
<td>Romania</td>
</tr>
<tr>
<td>Cyprus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egypt &amp; Lebanon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hong Kong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>India</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Israel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jamaica</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kazakhstan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Lebanon
- Libya
- Netherlands
- Nigeria
- Qatar
- Republic of Korea
- Russia
- Saudi Arabia
- South Africa
- Spain
- Thailand
- UAE
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

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

FIRST Tech Challenge Event On-Call Support
The on call event support number is available for event personnel only. Please do not call these numbers if you are a team looking for a ruling, a decision, or assistance. We trust that you will not misuse this resource.

Day of event robot control system and scoring system support: 603-206-2450
All other day of event support: 603-206-2412

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!

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
Appendix B – Dean’s List Award System

Review Nominations
Link to System” https://my.firstinspires.org/Judging/

- Click “Login” at the upper righthand corner. This will redirect to the www.firstinspires.org login page.

- Log in using your username and password for your www.firstinspires.org account.

- Once logged in, click “FTC – Dean’s List Award”
• Click “Edit/View” to access the nominations for the event.

**FIRST Tech Challenge (FTC)**
Dean's List Award System

**2023 Dean's List Award Summary**

<table>
<thead>
<tr>
<th>2023 FTC Events</th>
<th>Event Name</th>
<th>Due Date</th>
<th>Winners / Finalists</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NH Test DLA Interview Only Event</td>
<td>Interview Only</td>
<td>Oct 01, 2023</td>
<td>(interview-only event) 4 Completed Submissions</td>
</tr>
<tr>
<td>NH Test DLA Interview Only Event Remote</td>
<td>Interview Only</td>
<td>Oct 01, 2023</td>
<td>(interview-only event) 1 Completed Submissions</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Click “Details” to access each individual nomination

**FIRST Tech Challenge (FTC)**
Dean's List Award System

**2023 Dean's List Award - NH Test DLA Interview Only Event Remote**

<table>
<thead>
<tr>
<th>Semi-Finalists to be Judged at this event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Finalist</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>John (Jack) Smith</td>
</tr>
</tbody>
</table>

**Gracious Professionalism** - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
- The student information, along with the essay from the coach will be shown on this screen. Make sure to read through the nomination essay prior to interviewing each student.
- **NEW!!! Preferred Name** – If the student has a preferred name, it will be listed in parenthesis next to their legal name. If a preferred name is present, please be sure to use the preferred name when addressing the student during their interview.

### View Submission

<table>
<thead>
<tr>
<th>Team Number</th>
<th># Student on team</th>
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<tbody>
<tr>
<td>8845</td>
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<table>
<thead>
<tr>
<th>City, State</th>
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<tbody>
<tr>
<td>Concord, NH</td>
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<table>
<thead>
<tr>
<th>Dean's List Award Nominee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>John (Jack)</td>
<td>Smith</td>
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<table>
<thead>
<tr>
<th>Year of graduation</th>
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<table>
<thead>
<tr>
<th>Judging Venue</th>
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<tbody>
<tr>
<td>NH Test DLA Interview Only Event Remote</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Submitter Contact Information</th>
<th></th>
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<tbody>
<tr>
<td>Submitted By</td>
<td>Coach Name</td>
</tr>
<tr>
<td>Phone</td>
<td>6036663906</td>
</tr>
</tbody>
</table>

Explain how the student embodies the philosophies of **Gracious Professionalism** and **Cooperation** through the **FIRST Core Values**: Discovery, Innovation, Impact, Inclusion, Teamwork and Fun. Please provide examples.

**Essay Test 1**

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.

**Essay Test 2**

How does the student's individual contribution to the team benefit the team as a whole? Please provide examples.

**Essay Test 3**

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.

**Essay Test 4**

Explain the student's leadership to their fellow team members. How do they motivate others? What is their leadership style? Please provide examples.

**Essay Test 5**

Please share anything else you would like us to know about the student, including academic performance, specialized skills, or extracurricular activities. Specialized skills, extracurricular activities, etc.
- The finalist must be selected in the system to be reported to FIRST. Select each finalist from the dropdown and click “save”. Note that there will be the correct number of dropdowns for each region based on the region allocations.

<table>
<thead>
<tr>
<th>Assign Award</th>
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<tbody>
<tr>
<td>2023 Dean's List Award - NH Test DLA Regional Championship Remote</td>
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<tr>
<td>Select Finalists</td>
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<td>Finalist</td>
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<td>Please Select</td>
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Appendix C – 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 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.