2017-2018 FIRST® Tech Challenge Dean’s List Award Submission Guide
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ptc
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 4,600 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!

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/19/2017</td>
<td>Initial Release</td>
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<tr>
<td>1.1</td>
<td>1/9/2018</td>
<td>• New cover page image</td>
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Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
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Nominations for the Dean’s List Award for the 2017-2018 season will open on September 25, 2017.
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.

They also cultivate life skills such as:

- Planning, brainstorming, and creative problem-solving.
- Research and technical skills.
- Collaboration and teamwork.
- Appreciating differences and respecting the ideas and contributions of others.

To learn more about FIRST Tech Challenge and other FIRST® Programs, visit www.firstinspires.org.

FIRST Tech Challenge Core Values
FIRST asks everyone who takes part in FIRST Tech Challenge to uphold the following values:

- We display Gracious Professionalism® with everyone we engage with and in everything we do.
- We act with integrity.
- We have fun.
- We are a welcoming community of students, mentors, and volunteers.
- What we learn is more important than what we win.
- We respect each other and celebrate our diversity.
- Students and adults work together to find solutions to challenges.
- We honor the spirit of friendly competition.
- We behave with courtesy and compassion for others always.
- We act as ambassadors for FIRST and FIRST Tech Challenge.
- We inspire others to adopt these values.

Gracious Professionalism®
FIRST uses this term to describe our programs’ intent and is shared with all young people engaging in FIRST programs. At FIRST, team members help other team members, but they also help other teams.

Gracious Professionalism® is not clearly defined for a reason. It has different meanings to everyone.

Some possible meanings of Gracious Professionalism include:

- Gracious attitudes and behaviors are win-win.
- Gracious folks respect others and let that respect show in their actions.
- Gracious Professionals make valued contributions in a way that is pleasing to others and to themselves.

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It's what makes FIRST, first.”
In FIRST, Gracious Professionalism teaches teams and student participants:

- Learn to be strong competitors, but also treat one another with respect and kindness in the process.
- Avoid leaving anyone feeling as if they are excluded or unappreciated.
- Knowledge, pride and empathy should be comfortably and genuinely blended.

In the end, Gracious Professionalism® is part of everyday life. When professionals use their knowledge in a graciously and individuals act with integrity and sensitivity, everyone wins, and society benefits.

Watch Dr. Woodie Flowers explain Gracious Professionalism in this short video.

**Gracious Professionalism for Volunteers**

It is a good idea to spend time going over this concept with volunteers. Provide volunteers with real-life examples of Gracious Professionalism in practice before, during, and after the event and recognize great Gracious Professionalism when you see it in action!

**Youth Protection Program**

The FIRST YPP sets minimum standards recommended for all FIRST activities. Adults working in FIRST programs must be knowledgeable of the standards set by the FIRST YPP, as well as those set by the school or organization hosting their team.

**Youth Protection Expectations and Guidelines**

Coaches and mentors should read and follow the FIRST Youth Protection Program guide. Anything labeled as required is mandatory in the United States and Canada, and cannot be waived without approval from the FIRST Youth Protection Department. FIRST recommends that the standards set forth in the FIRST Youth Protection Program guide be applied outside of the United States and Canada to the extent possible. At a minimum, local regulations regarding youth protection must be complied with.

Most up to date forms are available here: [http://firstinspires.org/resource-library/youth-protection-policy](http://firstinspires.org/resource-library/youth-protection-policy)

The US Screening process, the Canadian Screen process, Frequently Asked Questions (FAQ), and additional information are on the FIRST Youth Protection Program Website: [http://firstinspires.org/resource-library/youth-protection-policy](http://firstinspires.org/resource-library/youth-protection-policy)

**NOTICE OF NON-DISCRIMINATION**

For Inspiration and Recognition of Science and Technology (FIRST®) does not discriminate based on race, color, national origin, sex, disability, age, status as a veteran who served in the military, religion, gender, gender identity, or gender expression in its programs and activities.

Keep updated at: [http://www.firstinspires.org/about/legal-notices](http://www.firstinspires.org/about/legal-notices)

**What is the FIRST® Tech Challenge Dean’s List Award?**

In an effort to recognize the leadership and dedication of FIRST's most outstanding FIRST Tech Challenge students, the Kamen family sponsors an award for selected top students known as the FIRST Dean’s List. Since its introduction in 2010, the FIRST Dean’s List award has attracted the attention of prestigious colleges and universities who desire to recruit FIRST Dean’s List students. 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**  
a. **FIRST** Dean’s List Semi-finalists are the students nominated by each team to compete for the **FIRST** Dean’s List Finalist spots.

2. **FIRST Dean’s List Finalists**  
a. The students selected to be recognized at each State/Regions Championship that are in the running for the **FIRST** Dean’s List Winner spots.

3. **FIRST Dean’s List Winners**  
a. The group of 10 students who are the final selection for the Dean’s List Award at the **FIRST** World Championship.

Each **FIRST** Tech Challenge team is invited to select up to two (2) students who are in the 10th or 11th grade (sophomores or juniors) as **FIRST** Dean's List Semi-Finalists. In deciding which students to nominate, mentors should consider the impact the award will have on the nominated student. For example, mentors may choose to nominate a junior whose college acceptance prospects would be enhanced by both the nomination and any subsequent advancement in the competition. A mentor may only submit their two (2) **FIRST** Dean's List Semi-finalists to compete for the **FIRST** Dean's List Finalist designation at one Championship Tournament.

### 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 the ideals of **FIRST**;
- 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; and
- Ability to effectively increase awareness of **FIRST** in their school and community.

### 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. However, 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. International teams are not eligible for the Dean’s List Award.
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 interviewed. The nomination window will close on the 15th at 11:59pm EST. For example:

<table>
<thead>
<tr>
<th>2017 DECEMBER</th>
<th>2018 JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN</td>
<td>MON</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
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<td>17</td>
<td>18</td>
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<td>24</td>
<td>25</td>
</tr>
<tr>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2018 JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>28</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. Although it is the mentor/coach who submits the nomination into FIRST’s system, the team as a whole must verify the accuracy of the submission. FIRST is relying upon the team for the veracity and accuracy of the submission data.

Who Submits the Nominations?

A mentor of the team who is unrelated to the student being nominated can submit the nomination for the Dean’s List Award. However, only the main and alternate contacts are able to submit nominations through the Team Registration System. If the mentor or coach (who is not listed as the main or alternate contact in the Team Registration System) would like to nominate a student for the Dean’s List Award, they must send the nomination essay and required information to the team’s main or alternate contact to be officially submitted through the Team Registration System. All nominations must be entered through the system, any nominations sent straight to FIRST will not be considered.

It can be common when reviewing the submission that the main and/or alternate contact are related to the student, but the nomination is from a non-relative coach or mentor. In instances when a non-relative coach/mentor not listed as the main or alternate contact, FIRST Tech Challenge has required that the nomination be submitted with the coach or mentor’s name at the end of the nomination essay. The name added to the end of the essay does count against the 4,000 character limit.
What Information is Required for the Nomination?

Although a single coach or mentor must submit the nomination, the team as a whole 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 in order for the student team member to interview for the FIRST Dean’s List Finalist designation at one (1) Qualifying Event, League Championship or Interview Only Event. Applications will require:

- Nominee Name
- Nominee Grade
- Nominee GPA
- Qualifying Event for the Dean’s List Interview to take place
- Nomination essay of no more than 4,000 characters (spaces and punctuation are included in this limit)
- Student Address (if the student is not registered in the Student Registration System)
  - Coaches can use the address of the school

A photograph of the FIRST Dean’s List Semi-finalist is optional. Coaches can only submit one photo of the student, and FIRST encourages that the photo is a head shot of the student. The essay submission and such photos may be used, in promotion of the recipient and/or the award, at the discretion of FIRST.

What Information Should Be Included in the Essay?

The Dean’s List Award honors students who are true ambassadors of FIRST. These students are leaders who participate in fundraising, outreach, and spreading the word about FIRST; all the while excelling in school and other extracurricular endeavors. When writing the essay, here are some tips to keep in mind:

- How are they a leader?
- How have they helped increase the awareness of FIRST?
- Describe the students interest and passion that demonstrates their long-term commitment to FIRST.
- Describe their technical expertise.
- Describe their entrepreneurship and creativity
- What are the student’s individual contributions to outreach or fundraising efforts?
- What are the student’s individual contributions to the Team, whether it is building, programming, team captain, etc.?
- Is not necessary to include the student’s activities outside of FIRST; focus on FIRST related activities.

When writing the essay, it is important to remember that this essay is a vital tool used to decide which students should advance to the next level. Only including a few short sentences in the essay can limit an otherwise great candidate from moving to the next level. Try to be as detailed as possible while remaining in the 4,000 character limit. Submissions made without an essay will not be considered for an interview.

FIRST Robotics Competition/FIRST Tech Challenge

Students from both FIRST Robotics Competition and FIRST Tech Challenge are eligible to be nominated for the Dean’s List Award in their State’s region/program. There is no rule that states a student cannot be nominated for both programs. However, the coach or mentor writing the nomination should focus the essay on the student’s accomplishments in the program in which they are being nominated. If the student is being nominated in each, the coach/mentor should adjust the content of each essay to the specific program.
Which Event Should I Apply For?

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

- Qualifying Tournament
- League Championship
- 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 should a Coach/Mentor apply for a different region.

States that only hold Championship events must look for the “Interview Only” events that have been created for their region. These events will have the same date of the State/Region Championship. Nominations must be submitted for these events in order for the Interview to be scheduled prior to the Championship event. Interviews are not done at the Championship level; these will take place remotely. The following list shows each state that has an Interview Only event to apply for:

<table>
<thead>
<tr>
<th>Alabama</th>
<th>Arkansas</th>
<th>Alberta, Canada</th>
<th>British Columbia, Canada</th>
<th>Delaware</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idaho</td>
<td>Kentucky</td>
<td>Mexico</td>
<td>Nebraska</td>
<td>New Hampshire</td>
</tr>
<tr>
<td>North Dakota</td>
<td>South Carolina</td>
<td>Vermont</td>
<td>West Virginia</td>
<td>Wyoming</td>
</tr>
</tbody>
</table>

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 students 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/Regions 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.

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:

<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>
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<tr>
<td>Hawaii</td>
<td>Maryland</td>
<td>Missouri</td>
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<tr>
<td>Idaho</td>
<td>Massachusetts</td>
<td>New Jersey</td>
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<tr>
<td>Kentucky</td>
<td>Mississippi</td>
<td>Oregon</td>
</tr>
<tr>
<td>Louisiana</td>
<td>New York – Hudson Valley</td>
<td>Texas – San Antonio</td>
</tr>
<tr>
<td>Mexico</td>
<td>New York – NYC</td>
<td>Virginia</td>
</tr>
<tr>
<td>Montana</td>
<td>North Carolina</td>
<td>Washington</td>
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<tr>
<td>Nebraska</td>
<td>Ohio</td>
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<tr>
<td>Nevada</td>
<td>Oklahoma</td>
<td></td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Pennsylvania</td>
<td></td>
</tr>
<tr>
<td>New York – Excelsior</td>
<td>Rhode Island</td>
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<tr>
<td>New York – Long Island</td>
<td>Texas – Arlington</td>
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<tr>
<td>North Dakota</td>
<td>Texas – Houston</td>
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<tr>
<td>South Carolina</td>
<td>Texas – Lubbock</td>
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<tr>
<td>Vermont</td>
<td>Utah</td>
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<tr>
<td>West Virginia</td>
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<tr>
<td>Wisconsin</td>
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<tr>
<td>Wyoming</td>
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</tbody>
</table>

Dean’s List Submission 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.

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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. You will also need to fill in the student’s GPA.

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.
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.

Region
- Alabama
- Event types associated with the region
- Please Select or Type

Youth
- Not in list

GPA (0.0 - 4.0)

First Name

Last Name

Grade
- Please Select or Type

Address Line 1

Address Line 2

Country
- United States

Zip/Postal Code

City

State/Province
- Select State
Once you have chosen the student and filled out the required information, enter the student’s nomination essay. The essay has a limit of 4,000 characters (this includes spaces and punctuation). If the submission is from a non-parent coach or mentor, be sure to include the name of the person nominating the student in the essay. This does count against the 4,000 character limit, however this is necessary of the main and/or alternate contact entering the nomination into the system is related to the student.

One picture may be added to the submission. Make sure that the picture is less than 500kb.

Once you have completed the nomination, click “Save Changes”. ALL fields (except for the photo, which is optional) on the nomination screen must be filled out to save changes.

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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**
http://ftcforum.usfirst.org/forum.php
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.

**FIRST Tech Challenge Game Manuals**
Part 1 and 2 - http://www.firstinspires.org/node/4271

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

**FIRST Tech Challenge Event On-Call Support**
These numbers are 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 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.
FIRST Tech Challenge Google+ community - If you are on Google+, follow the FIRST Tech Challenge community for news updates.

**Feedback**
We strive to create support materials that are the best they can be. If you have feedback about this manual, please email ftcteams@firstinspires.org. Thank you!

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