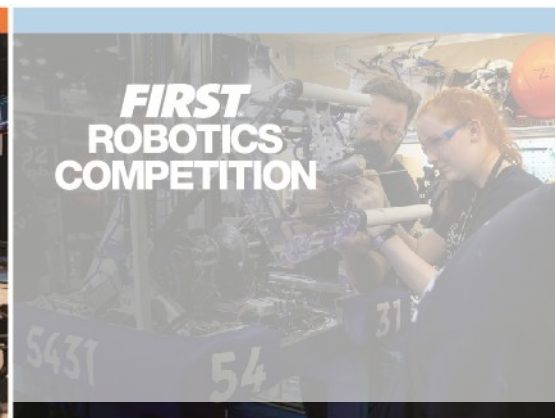
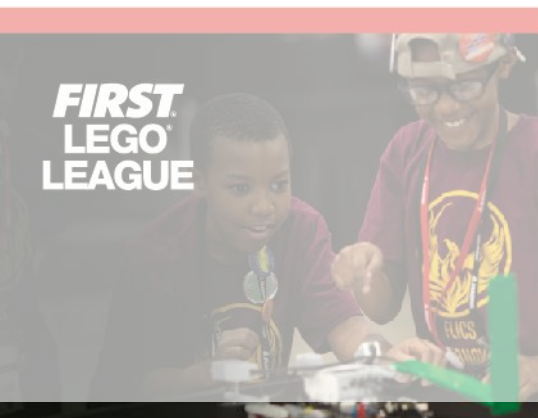




Dean's List Nomination Guide

FIRST® is a global robotics community that prepares young people for the future.



Revision History		
Revision	Date	Description
1	10/10/2024	Initial 2024-25 Release

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Dean's List Award Overview

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, champion *FIRST* Core Values such as [Inclusion](#), and embody *Gracious Professionalism*[®]. Dean's List Award Winners also reflect the [diversity](#) of the *FIRST* community. 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. This grant is awarded to a student selected from among the prior year's *FIRST* Robotics Competition and *FIRST* Tech Challenge Dean's List Award winners.

Dean's List Award Criteria

Our global *FIRST* community is diverse in thought and experience, and Dean's List Award students reflect the excellence of our community. 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*
- 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?

United States, Mexico and Canada

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 submit a maximum of two (2) student 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 must have paid the current season's registration fee to be eligible.

International (outside of US, CAN and MEX)

International teams can submit two (2) students as *FIRST* Dean’s List Award semi-finalists.

- 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.

Nomination Deadline

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:

DECEMBER 2024

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	1	2	3	4

Deadline for Dean’s List Interview Only events scheduled in January 2025

JANUARY 2025

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

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

Required Nomination Information

Although a single coach or mentor must submit the nomination, members of the team must verify the accuracy of the submission. *FIRST* is relying upon the team to review the accuracy of the submission data.

The mentor, 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 (including spaces and punctuation)
- 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.

Dean's List Award nominations may be completed in a team's native language *only if* the team is interviewing at an event that speaks that language. If the nomination is made for an event that does not speak the team's native language, it must be submitted in English. Additionally:

- If the student is selected as a Dean's List Award Finalist, the lead mentor must submit a translated nomination within 1 week following the event.
- Send translated submissions, with the region name and "Translated Nomination" in the subject line of the email, to FTCDeansList@firstinspires.org.
- If a translated copy of the nomination is not received by the first Monday in March prior to the *FIRST* Championship, the student will no longer be eligible for selection as a Dean's List Award Winner at the *FIRST* Championship event.

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. Paper forms may be acquired by reaching out to your [local leadership](#). We strongly encourage teams to have every youth register in the *FIRST* dashboard and have a parent complete the youth's consent and release form.

Essay Requirements

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*.

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 and mastery of 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 and/or others in the community. 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 the 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.

Event Application

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.

Teams who do not have a home region OR need to be assigned to a different region must contact FTCTeams@firstinspires.org.

Student Notifications

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 the winner 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

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 based on the previous year's registration numbers. The tables below list the number of advancing finalists by region:

North America (United States, Mexico and Canada)

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

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

International

2 Finalists	3 Finalists	4 Finalists
Chinese Taipei	Australia	Romania
Cyprus	Benelux Region	United Kingdom & Ireland
DoD - Germany	Brazil	
France	China	
Greece	India	
Indonesia	Israel	
Italy	Jamaica	
Lithuania	Kazakhstan	
Malaysia	Libya	
Nigeria	Vietnam	
Poland		
Qatar		
Republic of Korea		
Saudi Arabia		
South Africa		
Thailand		

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

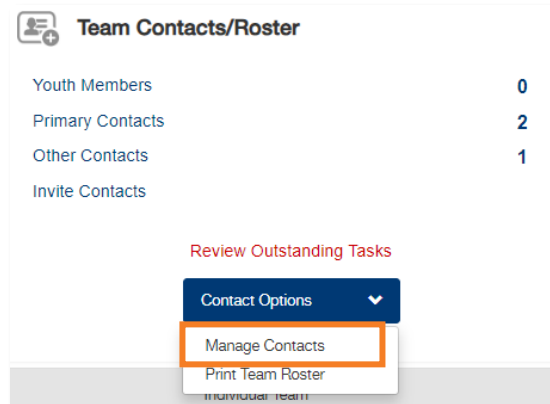
The lead coaches 1 and 2 can make the nomination through the team dashboard. If a mentor or coach (who is not listed as the main or alternate contact in the team dashboard) would like to nominate a student for the Dean’s List Award, they can send the nomination essay and required information to the team’s 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.

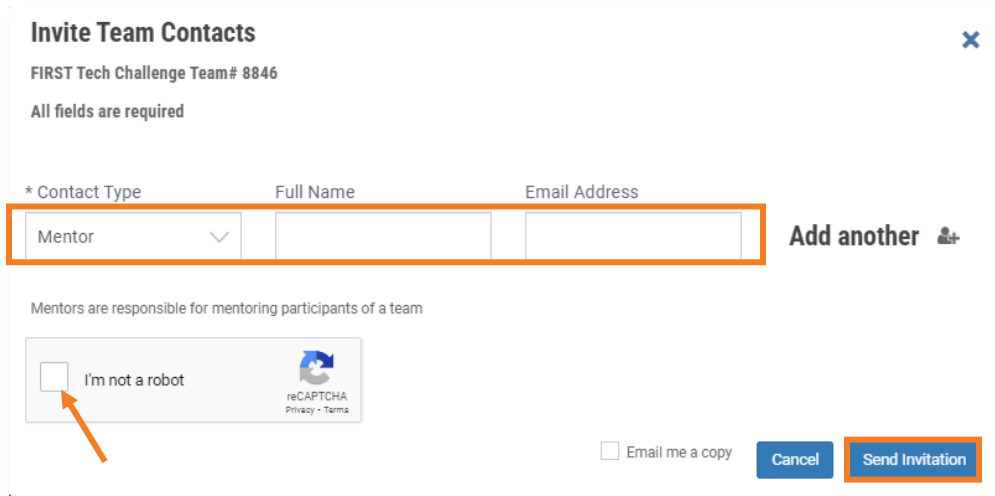
1. From the firstinspires.org team dashboard, click “Manage Contacts”



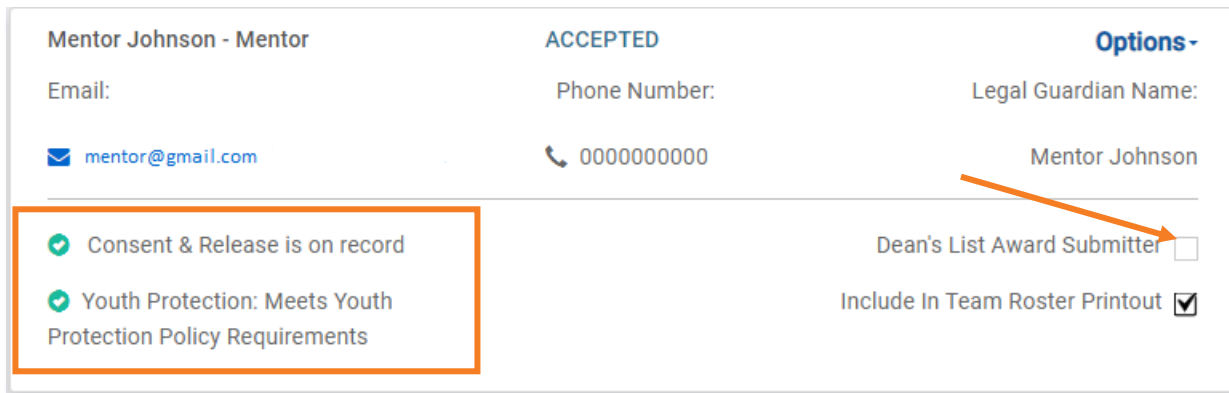
2. Under “Team Leadership”, click “INVITE CONTACTS (LEGACY)”



3. Select "Mentor" and enter the persons full name and email address. Check the "I'm not a robot" box, and click "Send Invitation".

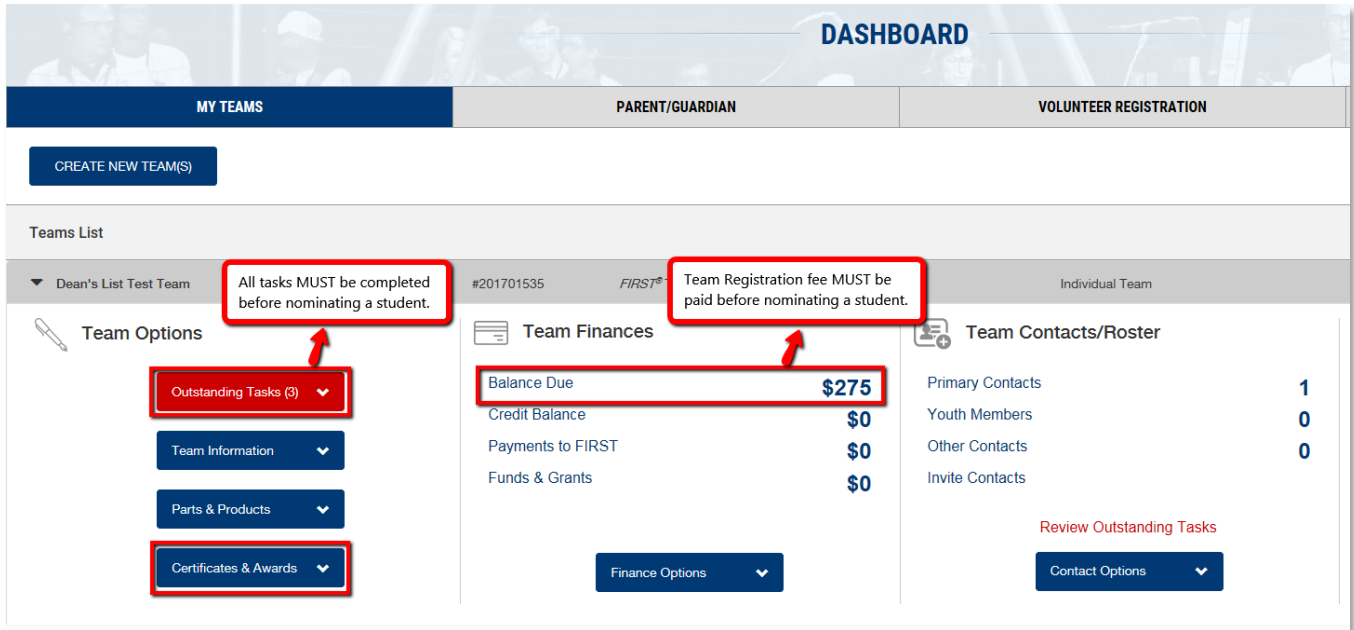


4. **The Dean's List Award Submitter MUST accept the invitation, complete Youth Protection screening requirements, and have a signed consent and release on file prior to this step being completed.** Select the "Dean's List Award Submitter" button. This will allow the user to follow the next set of instructions and nominate a student.



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.



DASHBOARD

MY TEAMS PARENT/GUARDIAN VOLUNTEER REGISTRATION

CREATE NEW TEAM(S)

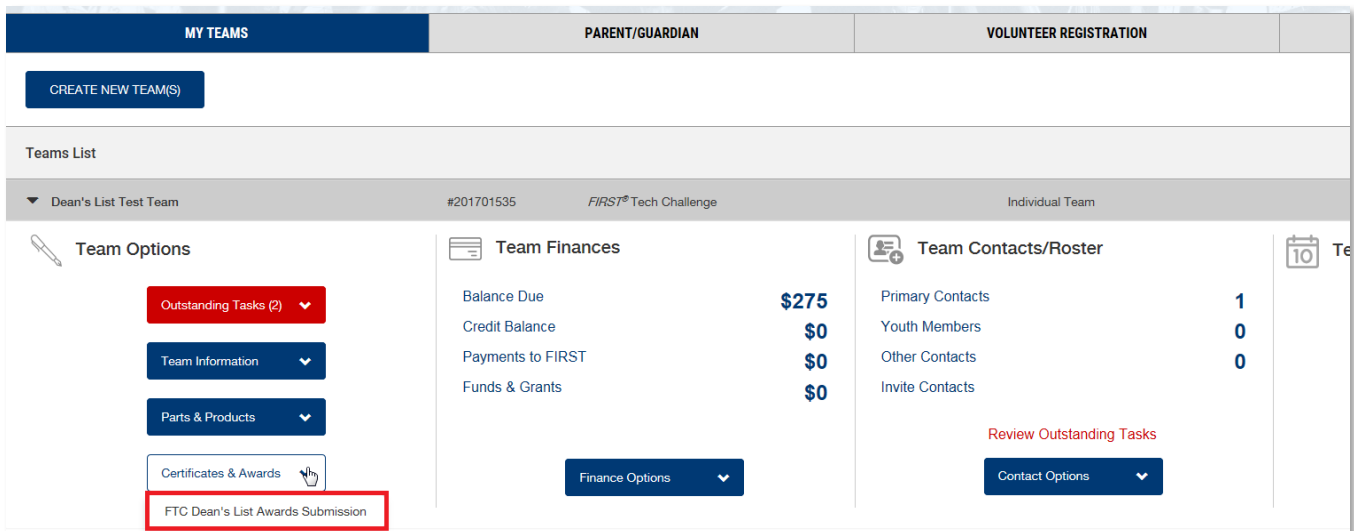
Teams List

▼ Dean's List Test Team #201701535 FIRST® Individual Team

Team Options	Team Finances	Team Contacts/Roster
<ul style="list-style-type: none"> Outstanding Tasks (3) ▼ Team Information ▼ Parts & Products ▼ Certificates & Awards ▼ 	<ul style="list-style-type: none"> Balance Due \$275 Credit Balance \$0 Payments to FIRST \$0 Funds & Grants \$0 	<ul style="list-style-type: none"> Primary Contacts 1 Youth Members 0 Other Contacts 0 Invite Contacts

Review Outstanding Tasks Contact Options ▼

- Click "FTC Dean's List Awards Submission"



DASHBOARD

MY TEAMS PARENT/GUARDIAN VOLUNTEER REGISTRATION

CREATE NEW TEAM(S)

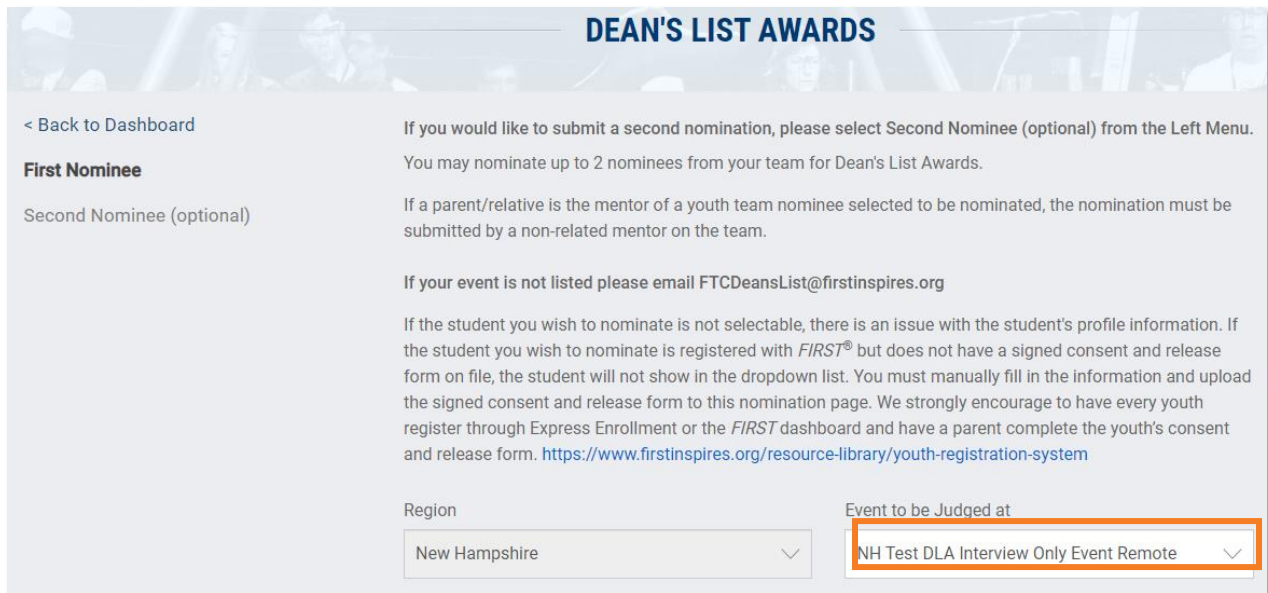
Teams List

▼ Dean's List Test Team #201701535 FIRST® Tech Challenge Individual Team

Team Options	Team Finances	Team Contacts/Roster
<ul style="list-style-type: none"> Outstanding Tasks (2) ▼ Team Information ▼ Parts & Products ▼ Certificates & Awards ▼ FTC Dean's List Awards Submission 	<ul style="list-style-type: none"> Balance Due \$275 Credit Balance \$0 Payments to FIRST \$0 Funds & Grants \$0 	<ul style="list-style-type: none"> Primary Contacts 1 Youth Members 0 Other Contacts 0 Invite Contacts

Review Outstanding Tasks Contact Options ▼

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



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.

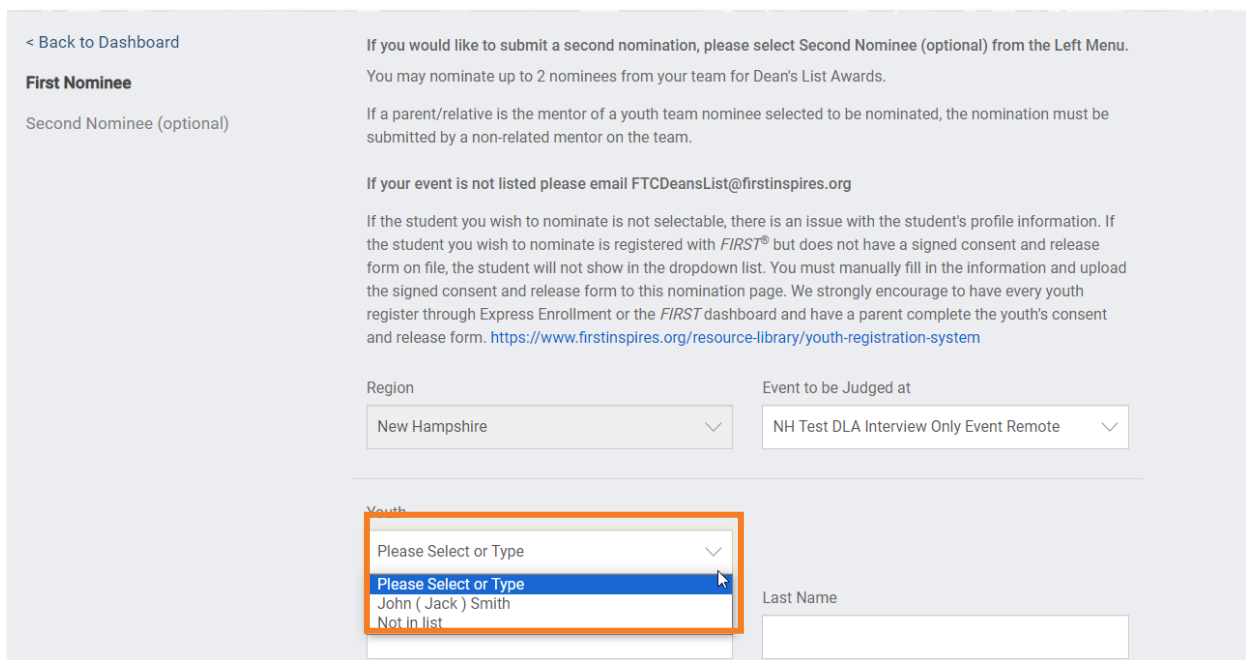
If your event is not listed please email FTCDeansList@firstinspires.org

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 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:

Event to be Judged at:

4. 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:

Event to be Judged at:

Youth:

Last Name:

Student in List

If the student is in the dropdown list, select the student's name. The student's name, address, and email will populate (will not show on the screen).

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.

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: If 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 Event 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.

5. 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 student's experience in and mastery of 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 and/or others in the community. How do they motivate others? What is their leadership style? Please provide examples.

800 characters left

6. 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.

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

7. Then write in how long the student has been in *FIRST*. (30 character limit)

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

30 characters left

8. 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 submission.

SAVE CHANGES

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

Nominations are due at 11:59 PM Eastern Time

Important: 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 will **not** be saved when you leave.

9. 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

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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

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

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 shy about sharing 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:

- Describe your roles and responsibilities.
- Describe one example of how you are a leader.
- Describe how you plan to continue to be active in *FIRST* through college and beyond.
- Describe a time you had to motivate fellow teammates. How did you do it? What were the results?
- Can you provide examples of your *FIRST* activities in your school and/or community? What technical innovations have you brought to your team's robot?
- What are your plans for post-high school?
- Is there anything not included in your essay, or that we haven't discussed, that you would like to share?

We also recommend reviewing the Dean's List Award Helpful Terms in the section below 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 an event 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.

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.