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2022 *FIRST*[®] Robotics Competition

Dean's List Award Guide

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What is the 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.

Similar to the very prestigious National Merit Scholarship Award, there are three (3) levels of *FIRST* Dean's List Award students.

- ***FIRST* Dean's List Semi-finalists** – comprised of the two (2) students in their 10th or 11th school year* nominated by each team.
- ***FIRST* Dean's List Finalists** - The students selected for each Regional and District Region.
- ***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 while achieving personal technical expertise and accomplishment. It is the goal of *FIRST* that all Dean's List Semi-finalists, Finalists and Winners will continue, after high school, to [stay engaged with FIRST as alumni](#).

Since its introduction in 2010, the *FIRST* Dean's List Award has attracted the attention of prestigious colleges and universities who desire to have *FIRST* Dean's List students apply for admissions. Additionally, in 2019, the [Woodie Flowers Memorial Grant](#) was established for Dean's List Award Winners pursuing STEAM fields of study. ***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.

Dean's List Award Criteria & Eligibility

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 the school and community
- Interest in and passion for a long-term commitment to *FIRST*
- Overall individual contribution to their team
- Technical expertise and passion
- Entrepreneurship and creativity
- Ability to motivate and lead fellow team members

Eligibility

After careful review of the criteria for the Dean's List Award, each team is invited to nominate up to two student members as Semi-finalists who are 10th or 11th grade students. It's important that teams nominate only those students they believe are truly deserving of this honor. 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.

A mentor, who is not related to either of the students chosen as the team's Dean's List Semi-finalists, shall complete and submit the application in the Team Registration System. Students previously selected as *FIRST* Dean's List Semi-finalists or Finalists in a prior year are eligible for nomination again this year provided, they meet all of the criteria.

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.

Please note: By making a submission, the Submitter irrevocably grants FIRST and FIRST designees the right to use any or all of the submission in any and all media for the purpose of describing the submission, describing the award, and/or otherwise promoting FIRST and FIRST programs.

Preparing a Nomination

What Information is Required for the Nomination?

Although a single mentor must submit the nomination, the entire team must verify the accuracy of the submission.

The mentor or coach, who is not related to either of the students chosen as the team's Dean's List Semi-finalists, should gather the required information for the student team member to interview for the *FIRST* Dean's List Finalist designation. Applications will require:

- Nominee name
- Nominee year of graduation
 - This award is intended for students who are two (2) to three (3) years away from entering college or university. Students that would be attending college or university in the next academic year are not eligible.
- Nominee GPA – Although the award is not strictly academic, the GPA may be considered when determining a student's academic excellence. Mentors will enter the nominee's GPA and any qualifying details. Mentors will have 200 characters to describe academic excellence. Examples include:
 - 3.8 on a 4.0 scale
 - Note that the GPA is weighted, 4.2 on a 4.0 scale
 - 94% on a scale of 100%
- How many years the student has participated in *FIRST*

- Event in which the Dean's List interview will take place (where the team will be competing)
- Nomination essays following the prompts outlined in the next section.
- Student Address (if the student is not registered in the Youth Registration System)
- **NEW! To be nominated and to receive an interview, students MUST have a signed *FIRST* Consent and Release form.** Students with a *FIRST* Dashboard account and a signed Consent and Release form in their profile can be selected in the drop-down list in the nomination portal. If the student does not have a signed form in their Dashboard account, or does not have a Dashboard account, Mentors may check off a new checkbox acknowledging that they have a signed paper copy of the *FIRST* Consent and Release form before submitting. Paper forms may be acquired by reaching out to your [local leadership](#).

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

Writing a Nomination

Mentors must write and submit essays following the five prompts below. Each essay is limited to 800 characters (punctuation and spaces included). Essays should be specific about the Semi-finalist's contributions to *FIRST* generally, and to their team specifically as well as inform judges of specifics on the Semi-finalist's entrepreneurial, technical, creativity, and innovation skills. Specific examples are helpful to the judges. Information about the Semi-finalist outside of *FIRST* may also be supportive of the nomination (as it relates to skills learned in *FIRST*) but is secondary to information about the student's participation in *FIRST*. Essays must be submitted in English.

1. Explain how the student embodies the philosophies of *Gracious Professionalism* and *Coopertition* through the *FIRST* Core Values: Discovery, Innovation, Impact, Inclusion, Teamwork and Fun. Please provide examples.
2. How has the student increased the awareness of *FIRST*? Describe the student's interest and/or plans to continue to engage with *FIRST* beyond high school. Please provide examples.
3. Describe the student's technical expertise, using specific examples in the areas of programming, electronics, design, fabrication, making, illustrating how these skills have contributed to the team's success.
4. How does the students' individual contributions to the team benefit the team as a whole in the areas of fundraising, outreach, entrepreneurship, and creativity? 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.

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 submission should be able to be validated in an interview. If the submission talks about certain things the student should expect questions about those things during the interview.
- We recommend reviewing Appendix A: 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 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.?

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

Nomination Instructions

Who Submits the Nominations?

The lead mentor 1, lead mentor 2, or the Dean's List Award Submitter can submit the Dean's List Award nominations.

Lead Mentor 1 and 2

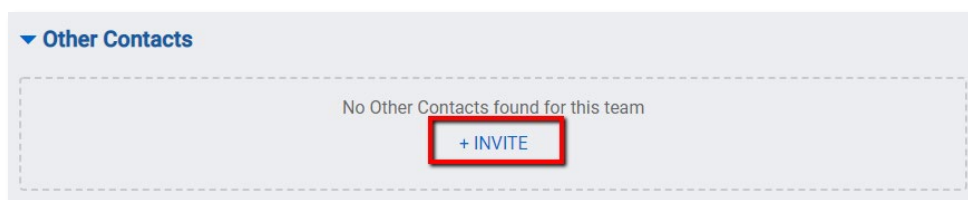
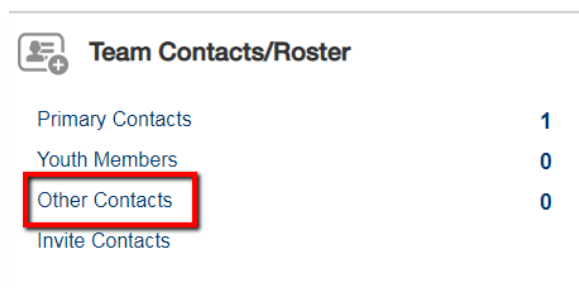
The lead mentors 1 and 2 can make the nomination through the [FIRST Dashboard](#). If another Mentor would like to nominate a student for the Dean's List Award, they can send the nomination essay and required information to the team's lead mentor 1 or 2 to be officially

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.

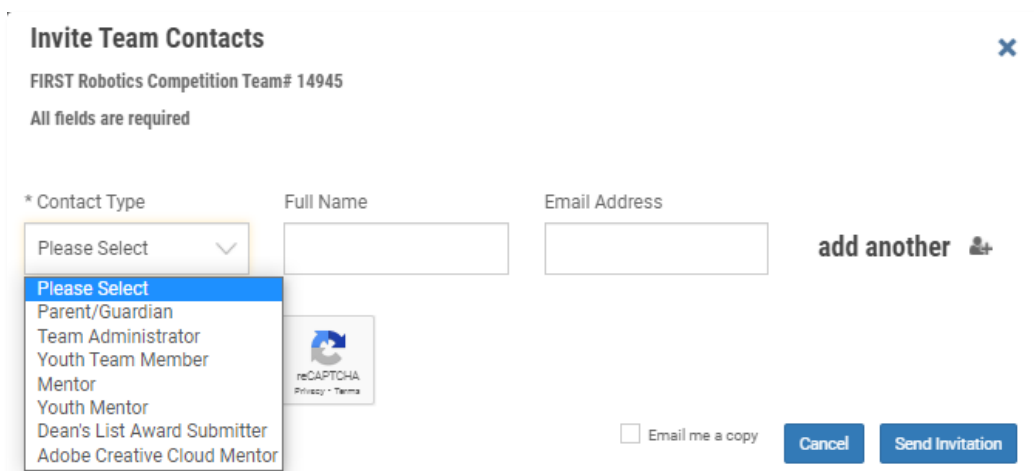
Dean's List Award Submitter

The lead mentor 1 or 2 has the option to add the role "Dean's List Award Submitter" to the team to complete the nomination. This can be done when the Mentor would like to submit the nomination or if both the lead mentor 1 and 2 are a parent of the nominee. Follow these steps to add this role to the team from the team's dashboard:

1. Login to the team dashboard: <http://my.firstinspires.org/Dashboard/>
2. Click "Other Contacts" from the team dashboard. Click "Invite".



3. Select "Dean's List Award Submitter" and enter the full name and email address of the person who will be submitting the nomination.



4. Click on "Send Invitation".

Submitting the Nomination

The lead mentor 1 or 2, or Dean's List Award Submitter, must login to their [dashboard](#) and follow the steps below to submit a nomination:

Step One: Select "Certificates & Awards" under "Team Options". Then, select "FRC Dean's List Awards Submission". The team must not have any outstanding tasks and must have paid for registration to submit for the Dean's List Award.

The screenshot shows the FRC Dashboard with three main tabs: MY TEAMS, PARENT/GUARDIAN, and VOLUNTEER REGISTRATION. The MY TEAMS tab is active, showing a 'CREATE NEW TEAM(S)' button and a 'Teams List' section. The 'Teams List' section shows a team named 'Dean's List Test Team' with ID '#201701535' and 'FIRST®' status. The team's 'Team Options' are listed: Outstanding Tasks (3), Team Information, Parts & Products, and Certificates & Awards. The 'Team Finances' section shows a 'Balance Due' of '\$275', 'Credit Balance' of '\$0', 'Payments to FIRST' of '\$0', and 'Funds & Grants' of '\$0'. The 'Team Contacts/Roster' section shows 'Primary Contacts' (1), 'Youth Members' (0), 'Other Contacts' (0), and 'Invite Contacts'. Red boxes and arrows highlight the 'Outstanding Tasks (3)' and 'Balance Due \$275' fields, with text indicating that all tasks must be completed and the registration fee must be paid before nominating a student.

The screenshot shows the 'Team Options' dropdown menu. The options are: Outstanding Tasks (2), Team Information, FRC Dean's List Awards Submission, FIRST Robotics Competition Season Calendar, and Certificates & Awards. The 'FRC Dean's List Awards Submission' option is highlighted with a red box.

Step Two: On the next screen, the Region field is automatically populated based on the team's location. The team must next choose the Regional event (or in the case of District teams, select the District) where they will be competing from the drop-down menu, as this is where the nominee will be interviewed.

[< Back to Dashboard](#)

You may nominate up to 2 nominees from your team for Dean's List Awards.

First Nominee

Second Nominee (optional)

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.

For help writing your submission please select the link below:
<https://www.firstinspires.org/resource-library/frc/deans-list-award-resources>

Region
 Arizona

Event to be Judged at
 Please Select or Type

Step Three: After selecting the event where the nominee will be competing, you must choose the student from the Youth dropdown list. Students will only appear in the dropdown list if they have an account and a signed *FIRST* Consent & Release form.

Youth

Please Select or Type

Student in List

If the student is in the list, select the student's name. The mentor nominating the student must then fill out the student's GPA and write the nomination essays.

Youth

John Smith

To be awarded the Dean's List, a student must display academic excellence. Please describe the student's academic performance with an indicator the school uses. (Maximum Characters 200)

200 characters left

What year will your student graduate from secondary school?

Please Select or Type

Examples include:

- 3.8 on a 4.0 scale
- Note that the GPA is weighted, 4.2 on a 4.0 scale
- 94% on a scale of 100%

Student Not in List

If the student is not listed in the dropdown, select "Not in list". You will then need to manually add the nominee's GPA, first and last name, email address, year of graduation from secondary school, and address into the system and then write the nomination essays.

Youth

Not in list

To be awarded the Dean's List, a student must display academic excellence. Please describe the student's academic performance with an indicator the school uses. (Maximum Characters 200)

200 characters left

First Name

Last Name

Email

What year will your student graduate from secondary school?

Please Select or Type

Address Line 1

Address Line 2

Country

United States

Zip/Postal Code

City

State/Province

Select State

Examples include:

- 3.8 on a 4.0 scale
- Note that the GPA is weighted, 4.2 on a 4.0 scale
- 94% on a scale of 100%

Step Four: Once you have chosen the student and filled out the required information, enter the student's nomination essays. There are five separate essay 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. Mentors should follow each prompt and provide examples.

Criteria for selection of the FIRST® Robotics Competition FIRST® Dean's List Award shall include, but not be limited to a student's:

- Demonstrated leadership and commitment to FIRST Core Values®
- Effectiveness at increasing awareness of FIRST® in their school and community
- Interest in and passion for a long-term commitment to FIRST® and its ideals
- Overall individual contribution to their team
- Technical expertise and passion
- Entrepreneurship and creativity
- Ability to motivate and lead fellow team members
- Explanation needs to be limited to 4000 characters, there are 4 separate entry fields below.

Explain how the student embodies the philosophies of Gracious Professionalism and Competition 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

Describe the student's technical expertise, entrepreneurship and creativity. How does the student's individual contributions to the team benefit the team as a whole in areas of fundraising, outreach, robot build, programming, etc.? Please provide examples.

800 characters left

How does the student's individual contributions to the team benefit the team as a whole in the areas of fundraising, outreach, entrepreneurship, and creativity? Please provide examples.

800 characters left

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

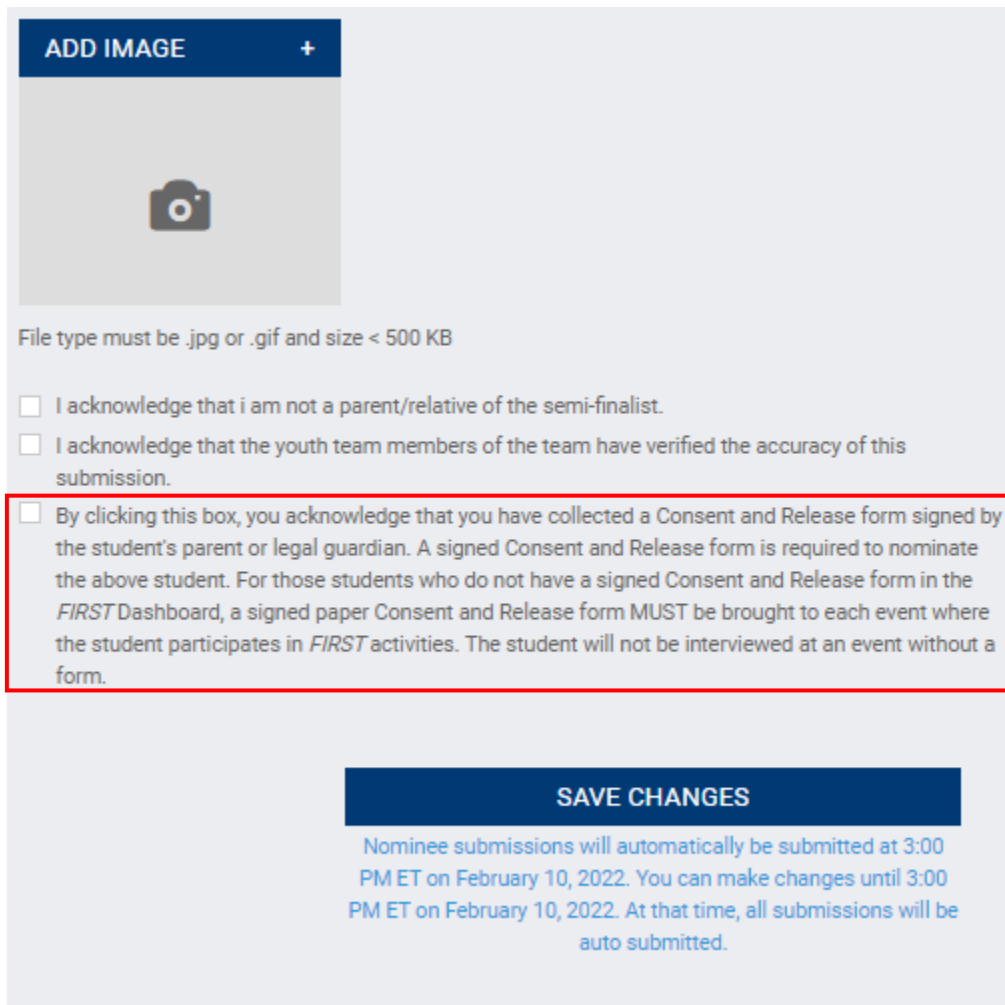
800 characters left

How long has the student been involved in FIRST?

30 characters left

Step Five: One picture may be added to the submission however this is optional. Make sure that the picture is less than 500kb. The picture may need to be cropped to stay within size limitations.

Step Six: Once you have completed the nomination, check the acknowledgement boxes, and click “Save Changes”. ALL fields (except for the photo, which is optional) 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.



ADD IMAGE +

File type must be .jpg or .gif and size < 500 KB

☐ I acknowledge that i am not a parent/relative of the semi-finalist.

☐ I acknowledge that the youth team members of the team have verified the accuracy of this submission.

☐ 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.

SAVE CHANGES

Nominee submissions will automatically be submitted at 3:00 PM ET on February 10, 2022. You can make changes until 3:00 PM ET on February 10, 2022. At that time, all submissions will be auto submitted.

This checkbox will only appear when a student “not in list” is selected

Step Seven: If you would like to make a second submission, navigate back to the top of the page. Select “Second Nominee” and repeat the steps 1-6 for the second nominee.

DEAN'S LIST AWARDS

[< Back to Dashboard](#)

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

New Hampshire

Event types associated with the region

Please Select

First Nominee

Second Nominee (optional)

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.

Reminder: At the bottom of the page check the boxes and **be sure to select SAVE CHANGES.** If you do not select SAVE CHANGES, information entered into the form will not be saved when you leave.

ADD IMAGE

File type must be .jpg or .gif and size < 500 KB

☐ I acknowledge that i am not a parent/relative of the semi-finalist.
 ☐ I acknowledge that the youth team members of the team have verified the accuracy of this submission.
 ☐ 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.

SAVE CHANGES

Nominee submissions will automatically be submitted at 3:00 PM ET on February 10, 2022. You can make changes until 3:00 PM ET on February 10, 2022. At that time, all submissions will be auto submitted.

Preparing for the Interview

What to Expect

Upon the nomination window closing, every Semi-finalist will receive an email from *FIRST* which provides the Semi-finalist the essay nomination written by the mentor. Semi-finalists should make sure to read the essay to help prepare for the interview. Be prepared to discuss topics written in your nomination essays and anything else that you might want to mention that is relevant. It is also helpful to prepare a list of topics you want to discuss during the interview.

New: Interviews are now 6-10 minutes long. Interviews are conducted in English (with the exception of teams interviewing at events in China, Chinese Taipei, Israel, Mexico, Quebec, and Turkey). Students needing a translator or sign language interpreter may include an additional person to act as that translator/interpreter. The translator/interpreter does not need to be a team member. For these students, the duration of the interview is increased by up to 5 minutes.

The interview is where the judges 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.

During the interview, please remember that it is about YOU, your contributions, leadership, etc. in relation to the criteria of the award. For example, if you are discussing accomplishments of your team as a whole, make sure to specify how your individual efforts were vital in the success of those accomplishments. Do not be afraid to share your personal successes!

Only the nominated student is allowed to present information or answer questions from the Judges. 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 judges are not prescribed a list of required questions to ask, they are given a list of suggestions. Examples of questions you might expect:

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

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

When is My Interview?

Regional events or Districts may be conducting Dean's List Award interviews in-person or remotely. A District will hold interviews either entirely in-person or entirely remote. A list of Regional events and Districts conducting remote interviews will be published on the Dean's List Award section of the [Submitted Awards Page](#) in December.

Events and Districts Conducting In-Person Interviews:

Each Semi-finalist will be interviewed at one (1) event where their team is competing. If the event is conducting interviews in-person, signed paper *FIRST* Consent & Release forms **MUST** be brought to the event in which the student is to be interviewed at and submitted with the Team Roster to Pit Admin. If the student does not have a signed form at the event (whether shown on the Team Roster as being signed in Dashboard or a paper form), the student will be ineligible to receive an interview and continue on for selection as a Dean's List Award Finalist.

Students will be randomly assigned to a time slot for an interview. The schedule will be posted at Pit Administration, who will then make an announcement for students to see which slot they are assigned to. Some students may request to change their time slot. In order to do so, the student must find another student that is willing to switch with them. Both students will then come to Pit Admin who can approve the change and Pit Admin must alert the Judge Advisor or Judge Advisor Assistant.

If competing in a District, the mentor that submitted the nomination will receive an email containing which event the team is attending that the interview will take place. Upon arriving at the designated event, students should check in at Pit Administration to see when their interview is scheduled for.

- Some Districts will conduct a second set of interviews. If so, students in these Districts will receive a second interview at the District Championship if the student is selected as a District Championship Semi-finalist. The student should check in at Pit Administration at the District Championship to see when their second interview is scheduled for.
- If the District is not conducting a second set of interviews, Finalists will be selected from the first round of interviews.

Events and Districts Conducting Remote Interviews:

The Lead Mentor 1 & 2 will receive an email from deanslist@firstinspires.org after nominations close with instructions on how to submit the student's signed *FIRST* Consent & Release form prior to the remote interview. The signed form **MUST** be received by the deadline outlined in that email or the student cannot be interviewed.

If the Regional Event selected for the interview is conducting interviews remotely, the Judge Advisor will contact the mentor that submitted the nomination to schedule the interview 2 weeks prior to the event. The interview will occur within the 7 days prior to the event's load-in date.

If the District is conducting remote interviews, the team's mentor will be contacted to schedule the interview and which event the interview will be applied to. The interview will occur within the 7 days prior to the event's load-in date. If selected as a District Championship Semi-finalist, the

District's Judge Manager will contact the team's mentor to schedule the second interview to occur within 7 days prior to the District Championship's load-in date.

NOTE: If a student cannot attend the scheduled time, the mentor should let the Judge Advisor know immediately so they can reschedule the student's remote interview. One adult mentor **must** attend the interview. Only the nominated student team member is allowed to present information or answer questions from the Judges. The one (1) 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.

Students can collect their Dean's List Semi-finalist buttons from Pit Admin at the event if their interview was remote. Students interviewing in-person will receive their button at the interview.

How Are Students Notified if They Advance to the Next Level?

Regional Teams

Regional Finalists are announced at the Regional Event that they interviewed at. After the event, deanslist@firstinspires.org will reach out to Finalists with information on next steps.

District Teams

The District Semi-finalists moving on to the next level are announced as the Dean's List District Championship Semi-finalists at the District event that the student interviewed at. A second round of interviews will be conducted at the District's Championship Event, where Finalists will be selected and announced. After the District Championship, deanslist@firstinspires.org will reach out to Finalists with information on next steps.

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.

Appendix A: 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 of submitting a nomination.

- Dean's List Semi-finalists – Comprised of the two (2) students in their 10th or 11th school year* nominated by each team
- Dean's List District Championship Semi-finalists – District Semi-finalists that are selected to move on to the second round of interviews at the District Championship.
- Dean's List Finalists – The students selected at each *FIRST* Tech Challenge Regional Championship or *FIRST* Robotics Competition Regional and District Region.
- Dean's List Winners - Comprised of the ten (10) *FIRST* Robotics Competition and ten (10) *FIRST* Tech Challenge students selected from the applicable *FIRST* Dean's List Finalists.
- Leadership titles:
 - Captain - a top-level position of responsibility over the team.
 - Teams with a flat leadership structure may have captains that cover specific areas, while making larger decisions as a group with no defined leader
 - Teams with a structured leadership would have one or more captains with multiple Leads working under them to lead smaller team areas.
 - Lead - A leadership position over a specific area of responsibility and should include a "team area" below.
 - Either of the above can be preceded by "co-" to indicate they shared that responsibility with one or more individuals.
- Team Areas
 - Marketing - responsible for items like team branding, newsletters, website, etc.
 - Awards - responsible for working on award submissions or pit presenting preparation
 - Finance - responsible for fundraising, grant writing, and sponsor relationships
 - Outreach - responsible for organizing and leading demonstrations and events not tied to competitions
 - Drive Team/Scouting/Strategy - responsible for guiding the team's strategy, representing the team at competitions, and collecting data on the performance of other teams
 - Mechanical - responsible for the mechanical design and build of the robot
 - CAD can be included as a separate lead position, or included alongside mechanical
 - Electrical - responsible for the electrical design and build of the robot, including any sensors or custom circuits
 - Programming - responsible for programming the robot
 - Any team area that falls outside of the areas listed above should be detailed to provide the judges with appropriate context.
- Action-specific words:
 - Mentored – the student advises or trains, either in person or via phone/email/video conference, another team or team member, helping with technical or non-technical *FIRST* program specific issues.
 - Lead - the student leads an event if they are responsible for planning and execution. Can be preceded with "co-" to indicate a shared responsibility

- Planned - worked on the planning of the event, but did not lead the execution
- Executed - responsible for the execution of the event - onsite leader throughout the event
- Conceived - Indicates the student introduced the initial concept
- ⊖ Helped/Assisted - Indicates the student had significant impact or participation, without being a leader in that situation