So You Want to Submit For Chairman's: The Nuts and Bolts Of Your First Chairman's Submission

2056 Ways to Inspire September 29, 2018



Welcome and Introductions

- Presenters
- Audience

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The award is given to a team for their accumulated work over the past five years with an emphasis on work done in the last year. This is the most prestigious award in FIRST.

Chairman's Award

Honours the team that, in the judges' estimation best represents a model for other teams to emulate, and which embodies the goals & purpose of FIRST

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Mission of FIRST

To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders.

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Well what is the Mission of FIRST. This is how they break down the judging of teams for the Chairman's award.

Why Apply For The Chairman's Award?

"The goal isn't to win the award, the goal is to change culture. If you make real strides towards culture change and document it well, the award will come in time."

Karthik

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Karthik's summary

Why Apply For The Chairman's Award?

- The Right Thing to Do
- It Is Time Well Spent
- · It Helps Your Team Grow
- It Supports Student Development
- It Attracts Sponsors
- It Garners Recognition For Your Team
- It Builds the Success Of Your Team in General



But before we do that. Why apply for this award?

The Right Thing To Do

We all know how hard it is as a rookie or young team to find your way and figure things out. Helping out other teams doesn't just benefit them. Since the game is becoming more and more reliant on an alliance of capable robots. We want our partners to be effective on the field for everyone's benefit. These experiences help our own team members see their value and develop their own mentorship skills. Engaging in outreach changes your individual team members that participate, your team and your community for the better. Applying for Chairman's allows your team to keep the true purpose of FIRST front and center and assists in goal development. The outreach supports the goals of FIRST attracting youth to pursuing STEM careers and developing the skills necessary to push us forward in solving complex problems.

Time Well Spent

Sure doing outreach and mentoring takes time. But it is time you are investing in the advancement of your team. The cataloguing of the team's work each year is a great resource to tell your story to more than just Chairman's judges. This document can inform sponsorship publications. Even the video can be used as a marketing tool. The documented history of your team and it's unique personality, helps you socialize new members to the team. Getting out there and attracting

new team members and mentors means that you can do even more.

It Helps Your Team Grow

Supporting FLL at your feeder schools or community results in FRC team growth of students particularly trained with FIRST core values and inspired already. Getting out in the community can attract new team members including mentors who did not know about FRC before and are inspired by a presentation you do or a robot demonstration at your local grocery store.

It Supports Student Development

Developing students is what this program is all about. This develops other skills for the students including being confident, understanding how to be concise and persuasive. In some cases, it attracts a different type of student to your team and assists everyone to grow. All important skills for their future and the team's success. It helps student talk to judges to sell themselves and their team not only in the judges room but thoughout the event.

It Attracts Sponsors

These persuasive, confident and enthusiastic communication skills result in team member's ability to talk to sponsors and to seek out new sponsors. Sponsors are attracted to teams who are making a name for themselves because it means their brand will be carried with the team and its good works. As already mentioned the cataloguing of achievements will allow you to develop marketing materials and a team video. If you win that is a great speaking point to sponsors and for them to use in their promotional materials.

It Gets Your Recognized by Other Teams and FIRST

Being recognized by other teams starts momentum for you. Being recognized means that your team is asked to do other things ie speak at Swatposium or host an off season event for example. These activities help other teams but also help you to get connections. For MakeShift our reputation put us on the radar of FRC Team 1241 to ask us to be apart of the compass alliance.

It Builds Your Team Success

Presenting for Chairman's means you get the judges undivided attentions for at least 10 minutes. Even if you are not successful at winning the Chairman's award, the judges are more familiar with your team's story which means you might be more likely to win a different award. It even helps you build a better robot. According to FRC Team FRC team 2486, the CocoNuts

"When you have a strong, sustainable program with lots of partnerships (like many Chairman's teams have)you gain more mentors, funding, build space, machines, team members and many things that contribute to a better robot on the field.' They assert that annually, in division finals, 1/3 of teams are Engineering Inspiration or Chairman's Award winning teams.

How Do Teams Demonstrate They Are A Chairman's Team?

- Innovative Ways of Communicating Excitement About STEM
- Promoting FIRST Growth





How Do Teams Demonstrate They Are A Chairman's Team

These bullet points are derived from the summary of the award that Karthik has done from our only Canadian Hall of Fame Team FRC Team 1114.

How is your team innovative? Showing a new approach to supporting other teams – makeshift developed a program called FLL Saturdays to bring together FLL teams to help them move forward in all aspects of FLL and 1241 developed a curriculum for library robotics outreach programs. Innovation particularly in ways that are unique and passionate about FIRST? Do you have an awesome website? Do you do blogs or do on line workshops? Do you go to unique events where robots usually don't show up and inspire? These are things to talk about in your Chairman's submission.

Promoting FIRST Growth

How do you assist growth ie sourcing funds for other teams, mentoring other teams, holding events to support team developments? Listing those numbers is important. The more you do at each level of FIRST, Jr FLL, FLL, FTC and FRC, the more impressive. Sustaining growth is equally important as FIRST has a long line of teams that do not continue for multiple reasons. Doing activities that help buoy teams that are struggling is a significant Chairman's worthy activity. Sharing

equipment and even funds to other teams can make all the difference. Our team secured a shared practice field that we open to anyone who would like to use it because we know what a difference this can make to a team's success. Two of our board teams now occupy this space full time because they had difficulty securing space in their own schools and would likely not have continued or been as successful without it.

How Do Teams Demonstrate They Are A Chairman's Team?

- Bidirectional Relationships Between Students/Teachers/Mentors/Sponsors
- Impact within the School, Community and Beyond

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Bidirectional Relationships Between Students/Mentors/Sponsors

This is looking at how everyone is supported and benefits from involvement on the team – what do students gain that they would not be able to access otherwise? How do teachers benefit from being a part of the program – using more of their skills, getting more equipment or resources, getting permanent jobs. What do mentors gain by being a part of the program? Do they gain new skills, a new job, an internship, something to put on their resume. How do sponsors benefit? Future employees, a new way to use their products, advertisement or a way to develop their employees?

Impact on the school, community and beyond.

Is FIRST built into the curriculum? This is a strength of SWAT who have embedded robotics in their school curriculum for all Grade Levels. Are there more opportunities and resources at the school? How have you reached out to the community to develop interest in STEM – doing library programs, STEM workshops, robot demonstrations. How far does your outreach go? Do you do events in the immediate area, have team members gone to other countries to support other teams or introduce FIRST to others, do you share the work you have done with others on a website or social media? Teams want to know about every part of FIRST, robot design, how to get sponsors, scouting approaches etc. Any way you share your experiences, even if they were not successful, it helpful to other teams

and part of your Chairman's submission.

How Do Teams Demonstrate They Are A Chairman's Team?

- Role Model to Other Teams
- Dean's Homework
 - Inclusivity,
 Influencing
 Political/Celebrity
 Leaders
- Outcomes





Role Model to Others:

Here the team can talk about what they do to be a role model. How other teams could learn from them or emulate them. It is worthwhile reflecting on things that your team has done that others follow. Is there a way you approach the design of your robots that others follow, do people ask to see your business plan or ask for advice about marketing. Have you shared a way to do scouting that keeps team members engaged or a way to engage girls more on your team.

Dean's Homework:

Dean will share in his speech every year what the focus of the mission of each team should be for that year – Dean's homework. For the last few years, he challenged teams to bring FIRST to those who would not otherwise be able to access the program ie taking to disadvantaged communities, attracting girls to the program. He also looked at how to engage our political leaders in FIRST so getting time with the mayor of your town or a member of parliament. Last year, he encouraged teams to find celebrities associated with your school or community and gather them to be a spokesperson for FIRST.

Outcomes:

For all of these bullets, the judges are interested in seeing the outcomes. For example, how many people have your reached in the community, how many students are on the team, how much has it grown and how many of your students

go on to study STEM subjects. How much sponsorship have you attracted to your team, how many hits do you have on your website resources etc.

Where To Begin?

- Documentation
- Form Your Chairman's or Awards
 Team
- Know Your Deadlines for Submission and Plan Your Schedule
- Determine your approach, main focus or theme



Where to begin:

Documentation

- Assign one person on your team to take pictures at your outreach events and store them in a google file or shared data base for all sub teams to make use of as well as the Chairman's team.
- Record events and hours spent doing outreach
- Keep a scrap book with newspaper clippings, websites, thank you cards, award summaries.
- Take the time to catalogue all of your graduates and where they go to school and their scholarships
- Once you have determined your team's focus, you can provide the judges with documentation that supports your claims.

You want to do this regardless of if you apply this year or not because Chairman's is an award for accumulated effort.

Form Your Chairman's or Award's Team.

Figure out a way to find team members who are interested in this activity. Having someone present about the importance of awards as part of your team training will show the importance of the work and perhaps inspire some of them. Many teams

have different approaches to this if there are not individuals on your team who would enjoy doing this work. Some recruit team members from their student body from the English or Business Programs. Some look at a survey of students prior to the year asking about what team members are used to. Some teams expect team members to earn points and include awards as part of the requirements. Find out what works best for you.

Know Your Deadlines for Submission and Plan Your Schedule
You should try to have the essay and submissions completed prior to build season as
it becomes very difficult to coordinate otherwise. Figure out what kind of schedule
or work process will work for your team. Do you want to pull students out of regular
meetings or do you want to set a schedule of particular times for your team to work
specific to awards.

Determine your approach, main focus or theme.

Many teams stick to a theme to frame their submissions. Again you are trying to make a submission that communicates your work and stands out from the rest or is memorable. You can look at your main focus — is it growth or innovation and this might assist in your theme. In 2015, our first win, MakeShift had a focus on spreading FIRST so we used a theme of MakeShift being a contageon and spreading across our region. Ice Cubed has used themes of recipes or building things to frame their successful presentations. Maybe it is your branding that assists in this determination or the game itself. In 2016 there were a lot of knights in the line up for presentation rooms. A theme can help but is not necessary either and, if forced, doesn't ring true and won't be successful.

Submissions

Essay: 10,000 characters submitted through the Youth Team Registration System.

- Divide or Assign the Work
- Set up Your Outline and Slot in all Your Achievements of Activities into each paragraph
- · Use All Your Resources
- · Convert the Essay to NotePad



Essay

purpose to communicate the information about your team and the eligibility to win the award. Use this to outline the reasons your team meets the criteria and to tell your story.

Divide or Assign the Work

Set up your team and decide how to divide the work. Perhaps you brainstorm the theme together and the outline and then one person starts writing the essay for people to use a place to start. Perhaps they work together or divide the tasks. One person does the essay, one the short answers etc.

Set Up Your Outline

Like all essays you want to think about your overall thesis or rationale why your team deserves the award.

Set up an outline for your essay. Introduction and each building paragraph to Conclusions. We have found keeping a complete data base of all the points you want to make and all the outreach helps to make sure you cover all your material in all the parts of your submission. For example, in paragraph one we are going to cover community outreach and we want to include our library workshop, the Santa Claus Parade, Canada Day robot demonstrations etc. Anything not in the essay can be pulled into the other components. Don't be afraid to go over the number limit

at first. Get all your ideas down and then start to remove or consolidate later during editing. Often it helps to walk away from it for a while and look at it again with fresh eyes.

Use All Your Resources

Having someone outside the team or someone from your English or History program review the essay and make suggestion can strengthen your submission.

Convert Your Essay

Once your essay is completed, transfer it to Notepad and use this to cut and paste into the TIMS system. We have found that if you just cut directly from Word, there are stray characters that show up in the submission the judges see. We have also found that the word count in word and the TIMS system are not synched and you might have to go back to trim out characters. (Easy way to pull characters is to use only one space after a sentence rather than the usual two spaces or using the team number rather than name can reduce word count.) Double check your submission before you submit to make sure it isn't shifted in anyway.

Team Support (for FLLJr/FLL/FTC/FRC teams):

- Started
- Mentored
- Assisted
- Provided Published Resources

Event Support:

- Ran
- Hosted
- Assisted



All teams are required to adhere to the following Team Support Definitions in their Chairman's Award submissions and during their Chairman's Award interviews.

Team Support Definitions

Started - A Team has Started a team if they have met one of the following requirements:

- 1. Funded or sourced funding (i.e. grants or sponsorship) of at least 50% of the team
- registration fee.
- 2. Made the team aware of FIRST and/or the specific program and assisted the team
- with the official registration process.
- As well as
- 3. The Started Team would agree that the Starting team did provide this level of
- support.

Mentored - A Team has Mentored a team if they have met all of the following requirements:

1. Providing consistent (at least once a week during the lead up to competitions (e.g.FIRST Robotics Competition Build Season) communication, either in person or via phone/email/video conference, to the Mentored

team helping with technical or nontechnical FIRST program specific issues.

2. The Mentored team would agree that the Mentoring team did provide this level of support.

Use examples if needed:

Examples of Mentoring a team include, but aren't limited to:

☑ Team A regularly sends students to a nearby school to help their FIRST LEGO League team(s) with their robot design and project presentations.

☑ Team A sends an email to Team B asking for advice on future robot design. The two teams email back and forth over a period of time exchanging questions and answers.

Examples of not Mentoring a team include, but aren't limited to:

- ② Answering a single email question.
- Inviting a team to your shop so they may make parts on your machinery.
- I Hosting a team in your build space during inclement weather when they are unable to access their own facilities.
- ② Giving a robot part to another team.

Assisted - A team has Assisted a team if they have met all of the following requirements:

- 1. Providing communication, either in person or via phone/email/video conference, to the Assisted team, helping with technical or non-technical FIRST program specific issues, OR providing funding and/or supplies to the Assisted team.
- 2. The Assisted Team would agree that the Assisting team did provide this level of support. Assisting a team is a form of Mentorship, however it does not require the long term or consistent communication that is a defining characteristic of Mentorship. It is expected that all FIRST Robotics Competition teams are constantly assisting their fellow FIRST teams, and it is not necessary to try and document or count all the instances of Assisting that your team has participated in.

Examples of Assisting a team include, but aren't limited to:

- ② Answering a single email question.
- Inviting a Team to your shop so they may make parts on your machinery.
- ② Hosting a Team in your build space during inclement weather when they are unable to access their own facilities.
- ② Giving a robot part to another Team.

Provided Published Resources – A team has Provided Published Resources to a team if they have met all of the following requirements:

1. The team has created resources designed to aid teams with technical or

nontechnical FIRST program specific issues.

2. The resources have been published or presented publicly (e.g. presented at a conference, published on a team website, etc.).

Many FIRST Robotics Competition teams have created a wealth of resources that benefit numerous teams. This kind of assistance is enormously valuable to our community and is heavily encouraged. However these acts do not meet the definition of Mentoring since they lack consistent communication involved in mentoring. In an effort to recognize and encourage these important efforts, the definition of Provided Published Resources was created. We encourage

teams to continue these efforts, as well as documenting the impact they have had by monitoring things like team attendance at conferences, number of page views/downloads, etc.

Examples of Providing Published Resources include, but aren't limited to:

Team A creates and publishes a scouting database compiling statistical data from competitions, and the database is downloaded and used by other Teams
Team A creates and gives a presentation on FIRST Robotics Competition fundraising to an audience of 15 local FIRST Robotics Competition and FIRST Tech Challenge teams.

Team A develops and publishes a mobile app that contains FIRST LEGO League tutorials, and the app is downloaded and used by FIRST LEGO League teams
 Team A creates and publishes FIRST Robotics Competition drivetrain video tutorials on YouTube, and videos are watched and used by FIRST Robotics

Competition teams Event Support Definitions:

Ran - A Team Ran an event if they have met all of the following requirements:

- 1. Team members are involved in the majority of the planning of the event.
- 2. Team members are involved in the majority of the on-site event execution, or have arranged for and are supervising the volunteers to handle the majority of the on-site event execution.

Running an event essentially means that this event would not be possible without the efforts and actions of the given team. The team in question must be responsible for the majority of the work that goes into the event.

One example of Running an event is:

Team A act as the majority of the planning committee for an FIRST LEGO League event, and team members recruit and train the event volunteers.

Hosted - A Team has Hosted an event if they have met one of the following requirements:

- 1. The event takes place at a team facility
- 2. The event takes place at a facility arranged for by the team Hosting an event occurs when a team opens one of their own facilities or arranges for a facility to allow for an event to occur. Often teams will Run and Host the same event, but these terms do not have to be necessarily linked.

Assisted - A Team has Assisted an event if they have metany of the following requirements:

- 1. Team members are involved in some part of the planning of the event.
- 2. Team members are involved in some part of the on-site event execution (i.e. Teammembers have volunteered at the event)

Teams Assist events by helping with the planning or execution of the event. This is less encompassing than Running an event. It is expected that many FIRST Robotics Competition teams will Assist with events through their normal actions, and it is not necessary to try and document or count all the instances of Assisting that your team has participated in.

Examples of Assisting an event include, but aren't limited to:

- Property is a series of the series of the
- Having a few mentors serve on a large planning committee for an FIRST Robotics Competition district event

"Started"

- 1. funded or sourced funding (ie. grants or sponsorship) of at least 50% of the team registration fee.
- 2. made the team aware of *FIRST* and/or the specific program and assisted the team with the official registration process.

as well as

3. the "started" team would agree that the "starting" team did provide this level of support.

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The intent of this definition is to make it clear when a team is responsible for bringing a new group into a specific FIRST program. Keys here are helping with funding OR introducing the new group to FIRST and helping them get registered as a team in their specific program. Cases where one team has Started another team will be rare. Cases where one team has Mentored or Assisted a team through their initial phases are very valuable, however they are distinct from Starting a team.

- Inviting a Team to your shop so they may make parts on your machinery.
- ② Hosting a Team in your build space during inclement weather when they are unable to access their own facilities.
- ② Giving a robot part to another Team.

Provided Published Resources – A team has Provided Published Resources to a team if they have met all of the following requirements:

- 1. The team has created resources designed to aid teams with technical or nontechnical FIRST program specific issues.
- 2. The resources have been published or presented publicly (e.g. presented at a conference, published on a team website, etc.).

Many FIRST Robotics Competition teams have created a wealth of resources that benefit numerous teams. This kind of assistance is enormously valuable to our community and is heavily encouraged. However these acts do not meet the

definition of Mentoring since they lack consistent communication involved in mentoring. In an effort to recognize and encourage these important efforts, the definition of Provided Published Resources was created. We encourage teams to continue these efforts, as well as documenting the impact they have had by monitoring things like team attendance at conferences, number of page views/downloads, etc.

Examples of Providing Published Resources include, but aren't limited to:

Team A creates and publishes a scouting database compiling statistical data from competitions, and the database is downloaded and used by other Teams
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Ran - A Team Ran an event if they have met all of the following requirements:

- 1. Team members are involved in the majority of the planning of the event.
- 2. Team members are involved in the majority of the on-site event execution, or have arranged for and are supervising the volunteers to handle the majority of the on-site event execution.

Running an event essentially means that this event would not be possible without the efforts and actions of the given team. The team in question must be responsible for the majority of the work that goes into the event.

One example of Running an event is:

☑ Team A act as the majority of the planning committee for an FIRST LEGO League event, and team members recruit and train the event volunteers.

Hosted - A Team has Hosted an event if they have met one of the following requirements:

- 1. The event takes place at a team facility
- 2. The event takes place at a facility arranged for by the team Hosting an event occurs when a team opens one of their own facilities or arranges for a facility to allow for an event to occur. Often teams will Run and Host the same event, but these terms do not have to be necessarily linked.

Assisted - A Team has Assisted an event if they have metany of the following

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Examples of Assisting an event include, but aren't limited to:

- Having a few team members volunteer at an event
- ☑ Having a few mentors serve on a large planning committee for an FIRST Robotics Competition district event

"Mentored"

- 1. Provided consistent (at least once a week during the lead up to competitions) communication, either in person or via phone/email/video conference, to the mentored team helping with technical or nontechnical *FIRST* program specific issues.
- 2. The "mentored" team would agree that the mentoring team did provide this level of support.

note: FIRST Canada is considering a new badge system...



Examples of Mentoring a team include, but aren't limited to:

Team A regularly sends students to a nearby school to help their FIRST LEGO League team(s) with their robot design and project presentations.

Team A sends an email to Team B asking for advice on future robot design. The two teams email back and forth over a period of time exchanging questions and answers.

Team A meets Team B at a competition. Team B expresses concern their team is struggling to keep the team going and is looking for help. The two teams live far away from each other, but over the next year, they exchange many emails, they video chat a few times during the off-season and even meet in person.

Examples of not Mentoring a team include, but aren't limited to:

Answering a single email question.

Inviting a team to your shop so they may make parts on your machinery.

Hosting a team in your build space during inclement weather when they are unable to access their own facilities.

Giving a robot part to another team.

"Assisted"

- 1. Provided communication, either in person or via phone/email/video conference, to the assisted team, helping with technical or non-technical *FIRST* program specific issues, <u>or</u> provided funding and/or supplies to the assisted team.
- 2. The "assisted" team would agree that the assisting team did provide this level of support.

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"Provided Public Resources"

- 1. The team has created resources designed to aid teams with technical or non-technical *FIRST* program specific issues.
- 2. The resources have been published or presented publicly (ie. presented at a conference, published on a team website, etc).

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Event Support "Ran"

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Running an event essentially means that this event would not be possible without the efforts and actions of the given team. The team in question must be responsible for the majority of the work that goes into the event. One example of "running" an event is: Team A act as the majority of the planning committee for an FLL event, and team members recruit and train the event volunteers.

Event Support "Hosted"

- 1. The event takes place at a team facility
- 1. The event takes place at a facility arranged for by the team

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Event Support "Assisted"

- Team members are involved in some part of the planning of the event.
- Team members are involved in some part of the on-site event execution (i.e. Team members have volunteered at the event)

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Examples of Assisting an event include, but aren't limited to:

having a few team members volunteer at an event,

having a few mentors serve on a large planning committee for an FRC district event.

Submissions

Executive Summary: summarize by answering published questions electronically (generally 500 words each)

- Describe impact on team participants
- · Describe impact on the community
- Team's innovative or creative method to spread the message of FIRST
- Describe how your team members act as role models and inspire other FIRST team members to emulate.
- Describe the team's initiatives to start or form other FRC teams



The Executive Summary or short answer questions allow you to add the numerical data to support your claims. This is a brief answer format and you can use bullet point format without concerns here. The questions in may change year to year but this is what was there last year. Each items asks for you emphasize your work in the last year. This is a good time to go back to your database to see what items you haven't covered and what items you wanted to emphasize again. These answers are also submitted into the online system and so should be converted to NotePad to submit.

Executive Summary:

- Describe the team's initiatives to start or form other FIRST teams
- Describe the team's initiatives to assist other teams.
- Describe how your team works with other teams to serve as mentors to your less experienced FIRST teams
- Describe your corporate/university sponsors.
- Describe the strength of your partnership with your sponsors
- Describe how your team would describe FIRST to others
- · For older teams describe your broader impact



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Submissions

Presentation: 10 minutes with judges. Up to 7 minutes maximum presentation, answer questions from the judges.

- Your Presenters
- Script for Presentation
- Prepare for Judges Questions
- Handouts/Supporting Documents
- Feedback Form



The Presentation allows you to provide a persuasive presentation that you want to be memorable and stand apart. This presentation happens at the event and your team signs up for a time to present there.

Presentation:

Teams can have up to three students present. Your presenters obviously need to be comfortable presenting in front of others and have an engaging tone of voice. Your best presenters are the ones who are willing to put in the time and are passionate about what they are communicating. This shines through. Chairman's is a lot of fun but also a lot of work.

Again use your similar process to determine the presentation theme or focus and start working on a script. This is your opportunity to emphasize the points you want to impress on the judges and add in things you might have done since the submission. Teams take different approaches with the presentation. You can present in a format like a skit or a formal presentation. You want to create a persuasive presentation that will be memorable and clear to the judges. You don't know who will be judging you so be sure to spell out what things are and how they contribute to the points you are trying to make. You can use props or boards. You can show videos. Make sure if you choose to do a power point or video that you ensure there is no opportunity for it to fail or you have a back up plan if it does fail. Poster boards or prop boards are fine. Do not assume that you will have a place to

plug things in or that the judges will have a LCD projector etc. You must be self sufficient and prepared for all inevitabilities. Depending on the judges, you might have to set up within your 10 minutes so don't make set up complicated or practice presenting during the set up. You should think about what your presenters should wear. Should they be in professional wear, team shirts or costumes think about this. Props should enhance the discussion not distract from it. You also need to practice the blocking for the presentation ie where will everyone stand, who sets up the presentation board, when do we hand out the handouts to the judges.

Judge Questions:

The Judges ask questions based on everything your team has provided them, your essay and executive summary and presentation. This means the questions come from anywhere and they can be specific or broad. Judges may ask questions based on their own interests ie if they are from business or industry they might have a different focus.

They might ask for specific details about something in your presentation like how old your team is exactly and when did things happen or to describe a specific event or where your numbers come from.

They might ask about what goals you have set for your team or how you measure your impact.

They might ask you what specific things you have done for charity or how parents are involved on the team. Or they might ask you what you are most proud of in the work you have done or how FIRST has impacted you.

It is important for team members to practice answering questions. It is helpful to have people who don't know about your team ask questions to allow your team members to practice their answers. Try to have all team members capable of answering questions. Your presenting team could take topics to be the expert in that will likely come up so they can speak to them. Sometimes handing the idea to another presenter ie I am talking about this but now Angela will talk about our Girls R Brilliant program.

Make sure you thank your judges for their time.

Consider creating a handout to leave with the judges. SWAT has a great year book idea that can be left with judges and used in the pits when talking to other judges. Whatever you feel can communicate your message and be used by judges when they are deliberating to remember your team or share your story with judges who may not have met your team. We also leave a binder of supporting documents that we spoke about earlier and this should be well organized so judges can easily find documentation to support your claims ie volunteer lists, newspaper articles, emails etc.

Always, if you are given the opportunity, hand in the Chairman's Feedback form to the judges. It is on the FIRST website and is the only way you will get feedback to improve your performance.

You are expected to hand in your video and consent form at this time. Teams will no video will not be considered to win the award.



The Presentation allows you to provide a persuasive presentation that you want to be memorable and stand apart. This presentation happens at the event and your team signs up for a time to present there.

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Submissions

Video: 1 - 3 minutes. Due at the event where your team first submits

- Determine Theme and Emotional Tone
- · Story Board Your Video
- Interviews



The video is a time to summarize your case. There is debate about how the video is used in judging or not. Regardless it is required and it is a great way for team members who are interested in videography or creating videos can develop these skills as well as the challenge or summing up your teams work in an impactful way. It is an opportunity to show your personality and have an emotional impact.

Determine Theme and Emotional Tone

You can think about it as a commercial for your team. It is the one opportunity at the event for you to communicate with everyone why you won the award and what your team is all about. This is a very important thing. Again your theme can match your presentation and essay or not. Our video this year was inspired by our music which was a rainbow themed children's song that pull together our branding and our focus on STEM growth through all ages. The year FRC Team 1114 won at the World Championship, they communicated their impact and then really focused on personal impact of students to get the emotional impact they were looking for.

Set up a story board for your video and there are a number of teams who have published tools for this. The story board helps you visualize how it will look when complete and communicates to those putting the video together where to put everything.

If you choose to do interviews, make sure you give the people you want to interview a few weeks notice and let them know what kinds of questions you will be asking. When filming, have individuals looking at something off line with the camera rather than directly into the camera itself. Give yourself lots of time to review clips and put together sound bites.

Make sure you use royalty free music or get the performers permission to use it and provide that with your Consent and Release form.

Judges do not consider the video in their deliberations but you need one to be eligible your video will only be shown if you win

At the Competition - Tips

- · Have a plan
- · Be prepared
- · Tell your Story
- · Have fun!



Plan:

Know when and where the Chairman's interview sign ups will be

Have a strategy on when you want to present - first, last, after breaks, etc

Be prepared:

Complete the Chairman's Award Video Consent Form

Complete the Chairman's Award feedback form

Scout the interview room so you know how to get there, what equipment is available and

the layout of the room

Get there early

Practice in a private space

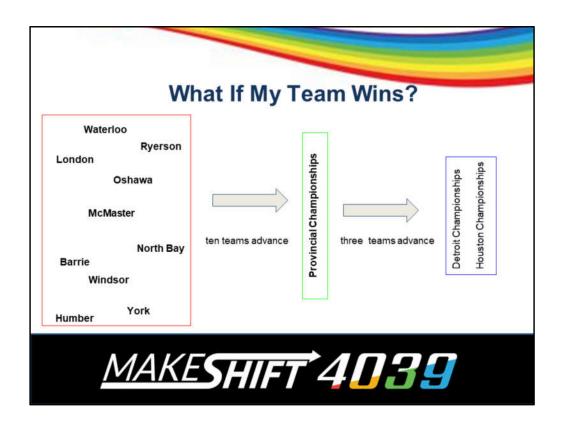
Tell your Story:

Provide the Chairman's Award feedback form to the Judges at the beginning of the

Chairman's Award interview

Have fun!

Thank the Judges



Each District event will select one Chairman's Award winner who will advance to the Provincial Championships (regardless of robot performance) for a total of ten teams. At Provincials three teams will be be selected to advance to the Detroit Championships where they will compete for Chairman's and with their robot.

One Hall of Fame team will be selected at each of the Detroit and Houston Championships. HoF teams are invited to World's for the rest of their team's existence!

After the Season

- Present to the team, parents, sponsors
- Record your presentation for posterity, post on Youtube
- Reflect on feedback
- Start planning for next year!



MAKESHIFT 4039

Present to the team, parents, sponsors (maybe at a Celebration Dinner) - you worked hard on this and, win or lose, people will be interested in what you've accomplished record your presentation for posterity, post on Youtube

Reflect on feedback received from the judges - make a plan for things to focus on for next year

Start planning for next year - document everything for next year's submission

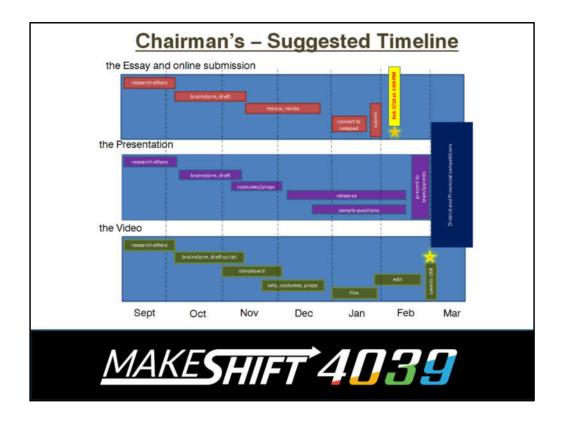
Where Do I Go From Here?

- Decide as a team you are going for it get buy in, this is a team effort!
- · Set a schedule
- Assign roles
- Complete the checklist (see hand out)
- · Monitor progress
- · Have fun!



there is no better time to get started than now

don't be afraid to ask for help



Here's a quick summary of the timeline leading up to your Chairman's submission.

It would be ideal to complete most of your Chairman's work prior to the start of build season (but this is often not possible)

Plan to submit one day in advance of the deadline just in case there are technical difficulties.

Resources

- The Complete Guide to the FIRST Robotics Competition Chairman's Award FRC team 2486, the CocoNuts
- video, presentation and essays from past Hall of Fame teams
 https://www.firstinspires.org/resource-library/frc/past-winners-of-the-chairmans-award
- 1114 Karthik's Chairman's Award Seminar slides
 http://www.simbotics.org/files/pdf/simbotseminarseries-chairmansaward.pdf
- Compass Alliance https://www.thecompassalliance.org/Pathways/Awards
- https://www.firstinspires.org/resource-library/frc/2018regional-district-championship-chairmans-award-winners



Add definitions



maybe show some sample Chairman's videos here if there are no questions