

## FIRST Robotics Competition 2011 Chairman's Award Criteria

### About the Chairman's Award

The *FIRST* Robotics Competition is about much more than the mechanics of building a robot or winning a competitive event. It is about the partnership among people who are part of the *FIRST* community and the impact on those who participate in *FIRST* programs with a united goal of achieving *FIRST*'s mission. The *FIRST* mission is to change the way young people regard science and technology and to inspire an appreciation for the real-life rewards and career opportunities in these fields.

The concept of the Chairman's Award includes Regional Chairman's Awards, which enable *FIRST* to recognize more teams for their exemplary efforts in spreading the *FIRST* message and their talents in organizing materials for their presentations.

The winning entries of the Regional Chairman's Awards will travel to the *FIRST* Championship to compete for the 2011 Chairman's Award.

### Overview

The Chairman's Award was created to keep the focus of the *FIRST* Robotics Competition on our ultimate goal to transform the culture in ways that will inspire greater levels of respect and honor for science and technology, as well as encourage more of today's youth to become scientists, engineers, and technologists.

The Chairman's Award represents the spirit of *FIRST*. It honors the team that, in the judges' estimation, best represents a model for other teams to emulate, and which embodies the goals and purpose of *FIRST*. It remains *FIRST*'s most prestigious award.

*FIRST* presents a Regional Chairman's Award at each local competition. Only the winners of these Chairman's Awards will be eligible to compete for the Chairman's Award presented at the *FIRST* Championship.

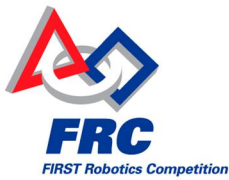
Hall of Fame members, a/k/a teams that have already won the Chairman's Award are ineligible to compete for the Regional Chairman's Award for five years. Teams that won the Chairman's Award at the Championship prior to 2006 are eligible to participate in 2011. Teams that won in 2006-2010 are ineligible.

### First-Year (Rookie) and NASA Grant Teams:

Because the Chairman's Award recognizes sustained excellence and impact, not just a one year team effort, it is not possible for a first-year (rookie) team to receive this honor. However, *FIRST* invites and encourages rookies to develop a Chairman's Award submission which may be evaluated by the judges in the Pit who are determining the winner of the **Rookie All-Star Award**. This submission will document where the team started its *FIRST* journey and will also provide background for documenting the results of the team's efforts – it will be a great way to start the team's efforts to win the Chairman's Award.

*Note to Rookie Teams:* If you prepare a Regional Chairman's Award, print a copy to give the Judges when they visit you at your Pit Station. The judges will not be viewing them online.

Teams receiving **NASA Grants** must provide a copy of this submission as part of the grant. All teams are encouraged to print a copy of their final submission for their records and to



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confirm that the submission was accepted.

### Submission Information

The criteria for the 2011 Chairman's Award are essentially identical to those in the past, with special emphasis on recent accomplishments in both the 2010/2011-year and the preceding two years. The judges focus on teams' activities over a sustained period, as distinguished from just the six-week design-and-build time frame.

As in the past, teams may only submit at one Regional competition for judging. Teams submitting for both the Chairman's Award and the Woodie Flowers Award should note that both awards are judged at the same event. Students working on the Woodie Flowers Award submission and those team members working on the Chairman's Award submission should coordinate to select the best event for the team.

### Submission Content

The Chairman's Award is presented to the team judged to have created the best partnership effort among team participants and which best exemplified the true meaning of *FIRST* through measurable impact on its participants, school, and community at large.

The *FIRST* Robotics Competition is not about machines; it is about the experience of people working together toward a shared goal. Documenting and preserving your team's *FIRST* experience becomes an important component of the over-all *FIRST* experience.

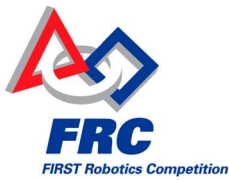
There is no single "best way" for a team to win the Chairman's Award. Many factors come into play. The primary factors the judges will evaluate are:

- How strongly does the submission document the impact *FIRST* has on the learning experience of the students, school curriculum, engineers, and/or community during the 2010/2011 team year as well as in prior years?
- Has the team explained/demonstrated why/how it should be a role model for other *FIRST* teams to emulate?
- How well has the team communicated its excitement and impact within the entire school, community, and beyond (state/nation) through participation in *FIRST* during the 2010/2011 team year as well as in prior years?
- Has the team documented an innovative way to spread the *FIRST* message?
- How strong of a year-round team partnership effort is reflected during the 2010/2011 team year as well as in prior years? (You can define partnership in many ways, including: the partnership among the team's students/corporate sponsor/engineers; school/university sponsor/engineers; students/adults; community/team)

As a whole, does the content of the documentation exemplify the true meaning of *FIRST*? The Chairman's Award submission should include documentation for all the above factors.

### Submission Format

Regional Chairman's Award submissions will be submitted on line. The submission, excluding the Executive Summary, will be limited to 10,000 characters, including spaces and punctuation, and may include up to four (4) photographs totaling no more than 1.0Mb of memory.



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### Submission Process

In 2011 students will be able to submit their Chairman's Award submission through the FIRST Student Team Members Information System (<https://my.usfirst.org/stims/site.lasso>). Follow the directions shown on the site to submit your team's entry. Teams may only submit at one regional event at which the team will compete. This site will be available beginning November 11, 2010 at noon EST.

Submitters can easily enter information, save it, and return to the site to edit the Chairman's Award submission until they are ready to submit it for final judging. All entries will be final on Thursday, February 17, 2011 at 11:59 a.m. EST. No entries will be accepted or altered after this date.

Chairman's Award submitters will go into STIMS and enter the following required information:

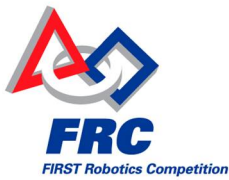
Team Number:

Regional Selection:

**Executive Summary** – Teams **must complete all the following fields** in order to be considered for this award. The information included in the Executive Summary is not included in the total character/word count for the Chairman's Award Submission.

- Team Name
- Corporate/University Sponsors
- Briefly describe the impact of the *FIRST* program on team participants with special emphasis on the 2010/2011 year and the preceding two years (500 characters allowed, including spaces and punctuation)
- Examples of role model characteristics for other teams to emulate (500 characters allowed, including spaces and punctuation)
- Describe the impact of the *FIRST* program on your team and community with special emphasis on the 2010/2011 year and the preceding two years (500 characters allowed, including spaces and punctuation)
- Team's innovative methods to spread the *FIRST* message (500 characters allowed, including spaces and punctuation)
- Describe the strength of your partnership with special emphasis on the 2010/2011 year and the preceding two years (500 characters allowed, including spaces and punctuation)
- Team's communication methods and results (500 characters allowed, including spaces and punctuation)
- Other matters of interest to the *FIRST* judges, if any (500 characters allowed, including spaces and punctuation)
- Upload pictures (maximum of 4 allowed, not to exceed 1.0Mb in total)
- Essay (10,000 characters allowed, including spaces and punctuation, or approximately 1500 words)
- Electronic signature of Team Captain/Student Representative certifying that the document is complete and accurate

Once the Chairman's Award submissions are completed, they are sorted and posted on a private, password-protected site where only the judges can read the entries. Each regional will have all the candidates who successfully completed the submission listed and the judges will review the submissions. Teams should always print and bring a hard copy of their submission to the event.



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In preparing this document, bear in mind that students, engineers, teachers, community, school, sponsors, families, and other supporters, as well as the machine itself are all integral parts of your team experience. Your submission needs to clearly convey the factors outlined above.

**Important Note:** Chairman's Award Judges also review the information entered in the *Judges Information Page* as part of the Chairman's Award submission. This information is entered as part of the Team Information Management System (TIMS) at [www.my.usfirst.org/](http://www.my.usfirst.org/) Refer to Section 1 Communications for more details about the *Judges Information Page*.

### Submission Deadline

Chairman's Award submissions are **due no later than Thursday, February 17, 2010. 11:59 a.m. EST.**

### Chairman's Award Video (DVD) Requirement

Teams competing for the Regional Chairman's Award must provide a DVD to the judges at the event. The content of the DVD should explain what the team has done to be a Regional Chairman's Award winning team. The video may be shown to the judges during the teams 5 minute presentation time at the discretion of the teams, however the team must provide the equipment for viewing (i.e., laptop). Although it is a requirement of submission, it is not a requirement for the judging process. If the team has prepared an acceptable video and has met all of the criteria, the winning video may be shown as part of the closing ceremonies on Saturday. *Teams who do not submit a video to the judges will not be considered eligible for the Chairman's Award and will not be interviewed by the judges.* **The video format should be as follows:**

- A 16:9 ("widescreen aspect ratio")
- Not more than 3 minutes long, no shorter than 1 minute long.
- Include a clean mono or stereo audio track
- Free of copyright restrictions, including music.

### Video may consist of:

- Video tape footage
- Voice over/music over still photographs
- Animated presentation
- PowerPoint converted to movie file format

### Editing capabilities

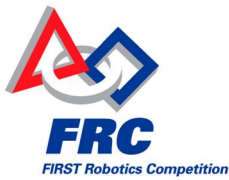
- Many computer operating systems include movie editing software that can be used to achieve acceptable results.

**Note:** Teams do not have to use professional equipment to get professional results. There is a good chance that someone on your team or in the school does this as a hobby and can be recruited to help.

### Sound

- Should be clear of pops and hisses

### Copyright



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- If using copyrighted music must have written permission
- If using Creative Commons Music (CCM) on line, the music must be used in accordance with the appropriate license and properly attributed.
- Music may not contain obscene or suggestive language

### **Content Guidelines:**

- Please do not identify non-team minors by name or specific location. Use only first names, no locations. **Important Note:** If you include full names or if you include any name and the location of a minor (e.g., a student at Kennedy Elementary School in Bedford Falls, MA), you will need to supply releases from the minor's parents.
- Please do show us what you are doing to earn the Chairman's Award

### **Other required information** (to be included on the cover of the jewel case):

- Your team number (also include on the front of the DVD)
- Your team name (also include on the front of the DVD)
- The Regional competition you are entering
- Your corporate and university sponsors
- Permission for *FIRST* to use your video marketing & promotional material and/or live at *FIRST* events & competitions. (this form can be found at the end of this document)

Note: The Chairman's Award is our highest honor and winning teams represent the highest standards of *FIRST*. When the Chairman's judges have narrowed the selection to two or three teams, these contenders for the Chairman's Award at all events will have their DVD viewed by the Judge Advisor for appropriate content and to ensure that the above guidelines have been met. Although the Chairman's judges will not be judging your video as part of your submission, a DVD with inappropriate content will disqualify a team for the award.

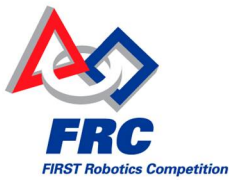
### **Tips, Timelines & Tools**

White Dwarf Productions has graciously created Chairman's Award Video Project Guidelines and Helpful Tips, Chairman's Award Video Project- Suggested Timeline, Chairman's Award Video Log and a helpful video all of which can be found on the *FIRST* website. We encourage you to take advantage of these items created by a renowned professional producer.

### Judging Process at Regional Events:

By 10 a.m. on Friday mornings of each Regional Competition, a list of interview times (which will either be pre-assigned by the judges or available for self selection by the teams, at the option of the judges) for the submitting teams will be available at the Pit Administration station. Interviews will take place during the day on Friday. A panel of judges will review the Chairman's Award entries at each Regional and will conduct on-site Chairman's Award interviews with those teams who have entered a submission for that regional event. Judges will select one winner for the Regional Chairman's Award at each regional competition.

Interviews are limited to ten (10) minutes with not more than three (3) team members (student or adult mentors). The team selects these representatives. During the first five (5) minutes of the interview, the team members give a presentation to the judges, and the judges will use the second five (5) minutes for their questions and answers.



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NOTE 1: If the presentation requires special equipment, the team is responsible for bringing it to the interview, and the time required to set up the equipment will count as part of the team's allotted 5 minutes.

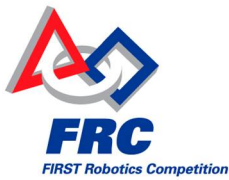
NOTE 2: Teams are encouraged to bring copies (not originals) of documentation, supporting their submission, to leave with the judges. This documentation may include, but is not limited to:

- Letters of reference
- Newspaper and magazine articles
- Program Books

As part of the Chairman's Award judging process, *FIRST* judges will also review the Executive Summary page *AND* the judges information page for each of the submitting teams. Your team's submission will be a key factor in the selection process, along with the judges' own observations of the team at the competitions.

### The Chairman's Award Championship Award Process

At The Championship, a panel of judges will review the all the winning submissions and will select the Chairman's Award winner. This winning team has the additional honor of choosing one of its junior or senior student members to be the recipient of the Allaire Medal.



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Thank you for preparing a video for submission with your Regional or District Chairman's Award entry. *FIRST* needs permission from your team to show the video at the event and potentially on our web site or for other purposes to promote *FIRST*. To use it, we need permission from your team and in particular, need to know that parents have consented to use of their child's name and likeness in the video if we are to show it to the public. You should have received this parental permission when team members signed the general consents.

*FIRST* also needs to know that if you are using any copyrighted materials you have secured the proper permissions to use them. Accordingly, please sign the consent set forth below.

### I) TEAM CONSENT TO USE VIDEO PREPARED FOR REGIONAL CHAIRMAN'S AWARD ENTRY

This is a Consent and Release of Rights in favor of the United States Foundation For the Inspiration and Recognition of Science and Technology, and its officers, directors, employees, successors and assigns ("*FIRST*"), as well as entities designated and approved to assist *FIRST* in promoting *FIRST* programs.

In consideration of our team participating in the \_\_\_\_\_ FRC Regional or District Competition, and as authorized representative of FRC team \_\_\_\_\_, I hereby grant to *FIRST*, the right to use our team video prepared as part of our submission for the Regional or District Chairman's award (the "Works") and otherwise irrevocably assign and grant to *FIRST* and to *FIRST*'s Cooperating Entities all rights in these Works and the right to use or sublicense these Works and the names, likenesses and biographies of team members as they may appear in the Works, in *FIRST*'s discretion, in all media and in all forms and for all purposes, including without limitation, advertising and other promotions for *FIRST* or the *FIRST*'s Cooperating Entities, without any further consideration to any member of our team or any limitation whatsoever. It is a *FIRST* policy not to print a minor's name with his/her picture without specific permission from his/her parent or guardian; by execution of this release you acknowledge that you have obtained the permission of the parent or guardian of any minor's name used in the Works.

I understand that this form involves a release of legal rights.

### II) COPYRIGHTED MATERIALS

I, the undersigned hereby certify that

- a) all copyrighted materials included in our submission are owned by us or have been properly licensed,
- b) *FIRST* may use such materials for public display, and
- c) we indemnify or hold harmless *FIRST* and its representatives from any liability arising from the use of these materials

Team name and number: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Participant Name [Print Clearly] \_\_\_\_\_

Signature: \_\_\_\_\_ (must be over 18 to sign)

Position on Team: \_\_\_\_\_ Email address: \_\_\_\_\_

***This form must be included with the DVD when submitted to the judges at the event.***