

How to Write a Chairman's Award

1. Make a list of:

- a. What your team does to promote FIRST
- b. How your team is managed
- c. What makes your team unique
- d. How you help other teams
- e. What your relationship is like with your sponsors
- f. What your student-mentor relationships are like
- g. What students get out of FIRST and being on your specific team
- h. What mentors get out of FIRST and being on your specific team
- i. What your relationship with your school is like
- j. Any partnerships that your team is in
- k. Any community service your team does
- l. Any FLL mentoring
- m. How your team is a Role Model for other teams
- n. What your Business Plan is

(It's best to keep a list throughout the year. I suggest using docs.google.com and sharing the link with the lead's on your team so that everyone can add the events that they do as they happen.)

2. Do the Executive Summary (short concise sentences. Try to include as much as your list as possible, but at least make sure you include the most important things on your list)

3. Use the Executive Summary and list as a rough draft for your paper. Write a rough draft....basically, you're expanding on your Executive Summary here....don't worry about an intro or conclusion til the end.

4. Rewrite. You'll probably have to cut and paste, make things flow better, expand on some things, etc. This is a good time to have other people read your essay to make sure that all essential information is included.

5. Write opening paragraph and conclusion. (They should draw everything together...introduce a theme here...use "buzz" words...be a bit goofy but professional...make it fun, exciting, and interesting)

6. Edit the entire paper....check your word count (you shouldn't be

worried about word count until this second....it's way easier to cut down on words than it is to add words)....cut down if necessary. If not necessary, then you have an issue of not enough content (don't add unnecessary fluff stuff....add CONTENT.)

7. Find pictures. Make sure to check the rules on what format the pictures should be. In the past you've been able to submit four 4x5 jpg images.

8. Submit. Give yourself plenty of time. Try to submit early...two days earlier than the due date is great.

9. Dance in Victory

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