2006 Annual Report for ASCE Student Organizations (Student Chapters, Student Clubs & International Student Groups)

School Name:

Calendar Year: January 1 – December 31, 2006

Received by Deadline: FEBRUARY 1, 2007

Send with $25 ASCE Student Organization Annual Dues to:
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191-4400
Attn: Student Services

Version 06.2
INTRODUCTION
Reports must be received by FEBRUARY 1, 2007. Return with $25 ASCE Student Organization annual dues to:
American Society of Civil Engineers
1801 Alexander Bell Drive
Reston, Virginia 20191-4400
Attn: Student Services

According to ASCE Bylaws, Article 9.5.5, the report shall include:
a. A summary statement of the meetings which were held during the preceding calendar year, giving the date of each, the attendance, the principal speaker and subject, and other pertinent information;
b. Names of the officers and the members by class as of the end of the preceding calendar year.

OBJECTIVES
This report has three objectives: 1) to provide future ASCE Student Organization officers with important information, 2) to provide a referencable record of your group’s activities that can be used to promote your group within your institution and to the outside world, and 3) to provide the Committee on Student Activities (CSA) with information for program improvements and awards.

The CSA strongly believes that a carefully prepared and detailed ASCE Student Organization Annual Report can serve as a valuable tool for current and future officers. Be sure to have new officers read past annual reports when preparing to take over their new positions. The Annual Report will help these new officers if you take the time to summarize important contact information. Also, you should be detailed in summarizing activities and events for the past year. What worked and what didn’t? A summary AND evaluation of your work will help future officers to plan activities and develop achievable goals. Remember that continuity from year to year is a key element for any successful ASCE Student Organization.

AWARDS
ASCE Student Organizations submitting the completed report and annual dues by the postmark deadline will be considered for awards such as:
- Robert Ridgway Student Chapter Award
- Outstanding Service Award
- Governors Awards
- Most Improved Student Chapter Award
- Certificate(s) of Commendation
- Student Club Award
- Letter(s) of Honorable Mention
- Letter(s) of Significant Improvement

DELINQUENT REPORTS
The Committee on Student Activities has an active policy on probation, suspension, and disestablishment of ASCE Student Organizations with regard to delinquent Annual Reports. It is the policy of CSA to place on probation any ASCE Student Organization whose Annual Report has not been received prior to their Spring meeting, typically held in March/April. If you are unable to submit your report prior to the deadline, please notify ASCE Student Services at Headquarters promptly (1-800-548-2723 or student@asce.org). Reports received after the deadline given above will not be eligible for awards.

DISTRIBUTION
In addition to sending one copy to ASCE Student Services, two copies of this report should be placed in the ASCE Student Organization files. Completed copies of this report should be distributed separately by the ASCE Student Organization to the following:
- Faculty Advisor
- President of Section and/or Branch
- Department Head
- ASCE Regional Governor
- Practitioner Advisor(s)
- Dean of School

If you need the name and address of the above people, first contact your Faculty Advisor or Practitioner Advisor(s). If they are unable to assist you, check the ASCE Official Register, the ASCE web site (http://www.asce.org/inside/sec_brnc.cfm) or contact ASCE Student Services (student@asce.org).

INSTRUCTIONS
Before completing any section of this report, please review the instructions that precede each section. Use the spaces provided in pages 1-11 to complete required information. All additional information should be attached
to the end of the ASCE Student Organization report using the format found on page 14. Attachments A-F are already designated. Additional attachments (G and higher, with no maximum) may be added in an organized manner. All attachments should be clearly marked.

**FORMATTING GUIDELINES**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Page Limit</strong></td>
<td>Your report may not exceed 100 single-sided (50 double-sided) pages excluding the report cover and section dividers. All attachments (e.g. newsletters, thank you letters, newspaper articles, etc.) are included in the page limit. Please note that reports exceeding the page limit will receive a score of 'zero' for Part III.</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
<td>Minimum ½” margin on all sides (excluding headers &amp; footers).</td>
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<tr>
<td><strong>Font Size</strong></td>
<td>Minimum of 10 point in any font.</td>
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<tr>
<td><strong>Page Numbering</strong></td>
<td>Place page numbers at bottom center of page.</td>
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PART I – RECORDS

Part I of the report asks for objective records relating to leadership, membership, finances, meetings, and contacts.

A. TRANSMITTAL

School Name: 
Faculty Advisor Name: 
Faculty Advisor ASCE Member Number: 
ASCE Student Org. Mailing Address: 
Faculty Advisor E-mail Address: 
Faculty Advisor Phone Number: Fax Number: 
ASCE Student Org. E-mail Address: 
ASCE Student Org. Office Phone Number: Month of Officer Elections: 
Practitioner Advisor #1 Name: 
Practitioner Advisor #1 ASCE Member Number: 
Practitioner Advisor #2 Name: 
Practitioner Advisor #2 ASCE Member Number: 

(A Practitioner Advisor is a member of the ASCE Section/Branch in your area who has been appointed by the Section/Branch President to serve as a contact between your ASCE Student Organization and the practitioners in the Section/Branch.)

(Please print & sign names)
Report submitted by: 
Contents approved by: 

Secretary of ASCE Student Organization President of ASCE Student Organization

President of ASCE Student Organization Faculty Advisor

Date Practitioner Advisor #1

Practitioner Advisor #2

B. ASCE STUDENT ORGANIZATION OFFICERS

Please print name of officers during the 2006 calendar year by date of office.

From (date): To: From (date): To:
President ___________________________ President ___________________________
Vice President ___________________________ Vice President ___________________________
Secretary ___________________________ Secretary ___________________________
Treasurer ___________________________ Treasurer ___________________________

Please list additional officers below:
C. MEMBERSHIP

Statistical information below will be used to tabulate a score of the ASCE Student Organization activities on page 8.

Is attendance at ASCE Student Organization meetings mandatory? ________ (yes) ________ (no)

ASCE Student Organizations will not be penalized if attendance is mandatory. Scoring is adjusted to accommodate for mandatory attendance – points for attendance will be excluded from the raw score total and S(I)max will be 80. See review and rating sheet on page 12.

National ASCE Membership is ________ (voluntary) ________ (compulsory)

Numbers provided below should represent the average per term within the calendar year. (Example: 50 Juniors & Seniors in Spring Term 2006, 60 Juniors & Seniors in Fall Term 2006 – Enter 55 as your average per term within the calendar year.)

Total number of Juniors & Seniors eligible to join ASCE (number of Jr. & Sr. with CE declared major): ________

Total number of Juniors & Seniors in your ASCE Student Organization: ________________

Number of members of your ASCE Student Organization: ________________

Number of ASCE Student Organization members who are National ASCE Student Members: ________________

Please attach two lists of members: 1) List of your ASCE Student Organization members and their years in school, and 2) List of National ASCE Student Members. Membership lists should be included as Attachment A of the ASCE Student Organization Annual Report. Note: The National Student Member Roster provided by Student Services should only be used as a starter list as it may not contain the most current information.

Statistical information (you will use this on page 8):

(Total Jr. & Sr. ASCE Student Organization Members) ÷ (Total Jrs. & Srs. Eligible) = ________________

(Total National Student Members) ÷ (Total Local Student Members) = ________________

D. FINANCE

Local Membership dues: $___________ per ________________ (year, semester, quarter, etc.)

National Membership dues: $0 per calendar year

Source of ASCE Student Organization income other than dues. List sources and amounts:

Financial position as of December 31, 2006:

Cash Balance: $ ________________

Accounts Receivable: $ ________________

Accounts Payable: $ ________________
### E. SUMMARY OF MEETINGS

**ASCE STUDENT ORGANIZATION MEETINGS**

Meetings to which the general membership of the ASCE Student Organization is invited should be recorded here. All meetings reported in this Section must be arranged and sponsored by the ASCE Student Organization. Include joint meetings, technical and professional meetings, field trips and social functions. Do not report attendance at meetings or functions hosted or sponsored by other ASCE or outside groups.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Type (Use abbreviations below; list all that apply.)</th>
<th>Program (Briefly describe program. Include name of speaker if applicable.)</th>
<th>Attendance (give numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students</td>
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</tbody>
</table>

**Meeting Abbreviation**

- **PM**
  - Number of Professional Meetings (business & technical presentation): __________
- **PP**
  - Number of student talks or paper presentations at ASCE Student Org. meetings: __________
- **Ethics**
  - Number of meeting with Professional Conduct (Ethics) programs: __________
- **FT**
  - Number of ASCE Student Org. sponsored field trips: __________
- **SF**
  - Number of ASCE Student Org. sponsored social functions: __________

Average attendance at 10 most populated ASCE Student Org. meetings (if fewer than 10 meetings were held, average all meetings): __________

(Average attendance) ÷ (Total student ASCE Student Org. members) = __________
E. SUMMARY OF MEETINGS (continued)

SECTION/BRANCH MEETINGS
Please list the date, location, and other information below for any meetings sponsored by the ASCE Section or Branch that members of your ASCE Student Organization attended this calendar year. Also list any technical group meetings or meetings of other professional organizations attended by members of your organization.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Name of Section/Branch Host</th>
<th># of ASCE Students Present</th>
<th># of Section/Branch Members Present</th>
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<tbody>
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</tbody>
</table>

Statistical Information:
Did your ASCE Student Org. host at least one ASCE Section/Branch/Technical group meeting? Yes or No

Did your ASCE Student Org. attend any ASCE Section/Branch/Technical group meetings as noted above?
If yes, what was the total number of students who attended? ______________

F. IMPORTANT CONTACTS

List contacts that your ASCE Student Organization found to be important to your activities this year that you feel will be useful to next year’s officers.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone/E-mail</th>
<th>Mailing Address</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John Smith</td>
<td>123-4567 <a href="mailto:jsmith@civil.com">jsmith@civil.com</a></td>
<td>1 Main Street Your Town, VA 12345</td>
<td>Spoke at 10/5 meeting; Donated $100 value of aggregate for canoe</td>
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G. ATTACHMENTS

Include a sample of meeting announcements, programs, agendas, etc. as Attachment B of the ASCE Student Organization Annual Report. Do not include a copy of all announcements, etc.; a representative sample is sufficient.
PART II - ACTIVITIES

Part II asks for a combination of objective and subjective records relating to activities outside of general ASCE Student Organization meetings. This section is an opportunity for ASCE Student Organizations to distinguish their activities from others.

A. PARTICIPATION IN STUDENT CONFERENCE & WSCL

1. Did your ASCE Student Organization attend a Student Conference during the year?
   Name of Conference ___________________________
   Date ___________________________ Location ___________________________

   Number of representatives attending: ________________

   Did your ASCE Student Org. host or co-sponsor this Student Conference? ________________
   If yes, please attach a “Special Project Report” as described on page 6.

2. Did your ASCE Student Organization attend a Workshop for Student Chapter Leaders (WSCL) during the year?
   WSCL City ___________________________ Dates ___________________________

   Number of Representatives: ___________ Student(s)
   ___________ Advisory Personnel (Faculty and/or Practitioner)

B. ASCE STUDENT ORGANIZATION NEWSLETTER & HOMEPAGE

1. Does the ASCE Student Organization prepare its own newsletter? ________________
   Number of issues during Annual Report year: ________________

   Are copies regularly distributed to the following? (Answer YES or NO)
   Practitioner Advisor(s): ___________________________ Section/Branch President: ___________________________
   Regional Governor: ___________________________ ASCE Headquarters: ___________________________

2. Does the ASCE Student Organization maintain a homepage on the Internet?
   If yes, what is the address?

   Please attach one sample copy of your newsletter and/or a print out of the ASCE Student Organization web site as Attachment C of the ASCE Student Organization Annual Report.

C. PRESENTATIONS OUTSIDE OF THE ASCE STUDENT ORGANIZATION

Please report presentations made by one or more of your members on a professional or technical topic undertaken in some ASCE-related environment, such as an ASCE Section/Branch meeting, National Engineers Week Event, or Student Conference. Presentations to potential ASCE Student Organization donors or community service project clients may be reported here. Announcing meetings in class does not count as a presentation. Project presentations that are given as a mandatory part of a course also do not count.

Did any student members of your ASCE Student Organization make presentations outside of the ASCE Student Organization meeting? ________________
If yes, how many presentations were made? ________________

List student name and presentation title with the date, location, and name of event sponsor below for each presentation:
D. PARTICIPATION IN ASCE STUDENT MEAD CONTEST

Did a member of your ASCE Student Organization submit a paper to the National Daniel W. Mead Student Paper Contest during the year of this report? __________

Author _______________ Title of Paper ________________________________

E. ASCE NATIONAL CIVIL ENGINEERING EVENT

Was your ASCE Student Organization represented at any ASCE National Event (to include Institute events, educational conferences, etc. Does not include National Concrete Canoe or Steel Bridge events).

Name of Event ____________________________ Location ________________________________

Number of Representatives: ________ Student(s)

_________ Advisory Personnel (Faculty and/or Practitioner)

Name of Event ____________________________ Location ________________________________

Number of Representatives: ________ Student(s)

_________ Advisory Personnel (Faculty and/or Practitioner)

How were your travel & other expenses covered? (i.e., Chapter funds, civil engineering department, individuals, a combination of sources) ________________________________

F. PRACTITIONER & FACULTY ADVISOR TRAINING WORKSHOP

Did your Faculty Advisor attend the Practitioner & Faculty Advisor Training Workshop (this year or in the past)? Date ____________________________

Did one of your Practitioner Advisors attend the Practitioner & Faculty Advisor Training Workshop (this year or in the past)? Date ____________________________

G. ASCE STUDENT ORGANIZATION ACTIVITY HIGHLIGHTS

To convey a more complete picture of ASCE Student Organization activities, it is suggested that a brief summary giving the highlights of each professional meeting and other activities be prepared on additional sheets and included as Attachment D to this Annual Report. Other activities would include any ASCE Student Organization field trips, social activities, competition projects, and activities that enhance the overall ASCE Student Organization program at your school. Please include any joint meetings and activities with other organizations, including National Engineers Week activities. Community service projects, hosting a Student Conference, National Concrete Canoe Competition, and National Student Steel Bridge Competition, and other activities that benefit more than the ASCE Student Organization should be described in the next section, “Special Projects.” Please limit the summary of each meeting/activity to one page.

H. SPECIAL PROJECTS

ASCE encourages its members to provide leadership in special projects. Thus, it is appropriate for ASCE Student Organizations to undertake special projects that will fit in with the “people serving” role of civil engineering. To foster these “people server” activities, the Committee on Student Activities awards up to 40 points on your Annual Report score for special projects. Since you will be accomplishing your projects as an ASCE organization, the most appropriate activities are those requiring engineering expertise, although other service efforts are worthwhile. Successful projects are often published in ASCE News. A list of examples can be found in the Student Group Handbook.

To be considered an acceptable special project, the project must have benefits outside the ASCE Student Organization and ASCE. Construction of a concrete canoe, steel bridge, or a fundraising project for your ASCE
Student Organization does not qualify. The project should be directed toward community service or a project on campus that is for the benefit of more than just the ASCE Student Organization and its members. Hosting a Student Conference, National Concrete Canoe Competition, or National Student Steel Bridge Competition involves community participation and does qualify as a special project.

If you do undertake special projects, they must be documented by report in narrative form using an accepted format for technical report writing. This form will provide a record of your activities for your own ASCE Student Organization files, make the project reports suitable for publication, and make it possible to be evaluated fairly. Keep in mind that special projects may well represent your group’s best opportunity to achieve its goals and objectives. Consider pointing out in the special project report which goals and objectives were addressed as part of the project.

In order to assist you with the organization of your report on special projects, use either the cover page found on page 13 or use a cover sheet including the same information for each project. The body of the report should follow the cover page. It should contain the narrative description of your project complete with photographs, news releases and other information necessary for the complete documentation of your efforts in the "people serving" area. Include these special projects as Attachment E of this Annual Report.

In recognition of outstanding community service at the ASCE Student Organization level, the Committee on Student Activities may award special prizes and/or recognition.
PART III
REPORT PRESENTATION

Up to three points may be awarded to your ASCE Student Organization based upon evaluation of the overall report organization and presentation effectiveness. This evaluation will not be based on a special cover, special paper, binding or colored photographs. Make it easy for the evaluators to review your report. Remember that a report exceeding the maximum limit of 100 pages will receive a score of zero for Part III.

Often overlooked is the fact that a professionally prepared, high quality report can serve as an excellent promotional/marketing tool for your ASCE Student Organization. Use your Annual Report to illustrate to others (e.g. prospective members/officers, Department Chair/Head, College Dean, University President, Section/Branch Members, etc.) what your ASCE Student Organization has done over the past year. Be proud of your accomplishments!

PART IV
ASCE STUDENT ORGANIZATION OBJECTIVES

Up to seven points may be awarded to your ASCE Student Organization based upon evaluation of your ASCE Student Organization’s stated overall goals and objectives.

State the overall goals and objectives of the ASCE Student Organization and how the programs and activities have accomplished (or not accomplished) these goals and objectives. This statement and description of objectives should be included as Attachment F of the ASCE Student Organization Annual Report.

A key to a successful ASCE Student Organization is to establish goals and objectives at the beginning of a school year or as the officer elections take place. These goals give you something to strive for and allow the ASCE Student Organization to constantly reference for direction. Assessment of your progress toward meeting your goals and objectives should be an equally important part of your leadership activities. Officers could gather at least once a month and evaluate your goals and objectives.

Your goals and objectives should be just that – yours! When brainstorming and setting your goals and objectives in concrete you might consider why you became a civil engineering major and why you became an ASCE Student Organization officer. Finally, you might consider your school’s civil engineering program outcomes and objectives. Each civil engineering program is required to have such outcomes and objectives as part of their ABET accreditation.

PART V
ASCE STUDENT ORGANIZATION ADVISOR EVALUATION AND AWARD NOMINATION

There is often a correlation between a successful ASCE Student Organization and an active, involved advisor. It is your ASCE Student Organization’s responsibility to advise the Committee on Student Activities on the effectiveness – as well as the ineffectiveness – of your Faculty and Practitioner Advisors. The Evaluation of Advisory Personnel form found on page 15 must be completed by the ASCE Student Organization. This evaluation form should be submitted at the same time as the annual report but sealed in a separate envelope.

In an effort to recognize and reward the dedication required to be an ASCE advisor, the Committee on Student Activities offers Advisor Awards based on nominations received from students. If your ASCE Student Organization would like to nominate your Faculty Advisor and/or Practitioner Advisor for national recognition, please complete the nomination form found on page 16. One nomination form must be completed for each person being nominated. **Please note that submission of the Evaluation of Advisory Personnel form is not considered a nomination.** Completed nominations should be included with the advisory personnel evaluation in a sealed envelope and submitted with the ASCE Student Organization Annual Report. (It should not be included as an attachment to the report as required in past years.)

Nominations will be reviewed with the annual report, and special recognition will be given to those Faculty Advisors and Practitioner Advisors who have significantly contributed to the success of an ASCE Student Organization. “ASCE Advisor of the Year” awards will be made to the top advisors nominated. If you are nominating your Advisor please take the time to prepare a complete write-up of your thoughts and experiences with this Advisor. A well thought out and prepared nomination is very important.
PART VI – STATISTICAL INPUT

The information requested in this section is drawn from the numbers your ASCE Student Organization reports in Parts I & II. A review committee will compute scores using the Review & Rating Sheet located on page 12. Use the review and rating sheet as a guide to see which direction your ASCE Student Organization could develop.

Please refer to Parts I and II of the report to fill in the required information below. The location of the required information within the report is noted. Also included below are CSA comments (in italics) relative to each review/rating item. The CSA encourages you to consider these comments when setting goals and planning activities for your ASCE Student Organization.

Recorded in Part I. C. (Page 2)

1. a. (Total Jr. & Sr. ASCE Student Organization Members) ÷ (Total Jr. & Sr. Eligible) = ____________

   b. (Total National Student Members) ÷ (Total Local Student Members) = ____________

   Membership numbers are impressive but remember that there is always growth potential. Encourage local members to become National members. National membership allows your members to take advantage of the same valuable benefits available to civil engineering professionals. Invite local Section/Branch members, faculty, and practitioners to speak on the importance of professional membership and what employers are looking for on the resumes of graduates.

Recorded in Part I. E. (Pages 3-4)

2. Number of Professional Meetings ____________

   You can work with your current membership, Department Chair/Head and faculty, local Section/Branch leadership, and Faculty/Practitioner Advisors to bring in professionals who will be willing to share their experiences with you.

3. Number of student talks or papers at ASCE Student Organization meetings ____________

   It is always a good idea to have student members discuss their internship/summer work experiences. They can present design project results as well. Meetings consisting of well prepared student presentations are usually quite interesting.

4. Number of meetings with Licensure/Ethics programs ____________

   This is an oft overlooked item. See if you can find someone local that has been faced with a moral/ethical dilemma in an engineering setting and ask them to speak on the topic. It can really get the students talking and thinking about ethical behavior. Another suggestion might be to ask a local professional engineer (PE) to join one of your meetings and speak on the importance of registration and the steps involved to becoming licensed in your state.

5. Number of ASCE Student Organization sponsored field trips ____________

   Try connecting with faculty that organize class field trips. If you can open a trip up to all ASCE students, then you can count it as an ASCE field trip. Remember that field trips are an excellent way to tie classroom knowledge to real-life projects that your chapter members will soon be working on.

6. Number of ASCE Student Organization sponsored social functions ____________

   Social activities are a great way to introduce your current members and ASCE Student Organization activities to faculty, Section/Branch members, new freshman, and community college transfer students. Always remember that a primary objective of your ASCE Student Organization should be to have fun!

7. (Average Meeting Attendance) ÷ (Total Local Student Members) = ____________

   A key to a successful ASCE Student Organization is getting as many people involved as possible. The ASCE Student Organization officers are often relied upon to do a bulk of the work. The more members you have attending meetings, the greater opportunity for committee development and sharing of responsibilities.
8. Did your ASCE Student Organization host at least one ASCE Section/Branch/Technical group meeting? 
(Yes or No)

A partnership between your ASCE Student Organization and the local Section/Branch is a great way for your membership to meet local professionals with common career interests. This activity could involve a social activity (i.e. BBQ, softball game, etc.) to attract more attendees.

9. Number of students who attended an ASCE Section/Branch/Technical group meeting ____________

If you show up at Section/Branch meetings, all sorts of good things can happen. Section/Branch members will likely feel more kindly about providing funding, speakers, field trips, and other forms of support. Students can also make contacts that will lead to employment. You should consider hosting!

Recorded in Part II. A. (Page 5)

10. Number of representatives that attended the ASCE Student Conference ______________

Remember that there is more to Student Conferences than the competitions. It is a great place to trade ideas with other schools and to make friends that may have an influence on your career in the future. It is good to send as many members as possible. Many schools have student members pay some or all of their travel expenses so that they can take even more team members.

11.a. Did your ASCE Student Organization send student representation to the WSCL? (Yes or No)

b. Did your ASCE Student Organization send Advisory (Faculty or Practitioner) representation to the WSCL? (Yes or No)

The WSCL is an extremely valuable ASCE National event that benefits your program directly. Send as many of the officers as you can, and make sure that your faculty and practitioner advisors understand the importance of their participation as well. This is where you learn what ASCE is all about and gain tools for making your ASCE Student Organization the most effective that it can be.

Recorded in Part II. B. (Page 5)

12.a. Number of ASCE Student Organization Newsletter issues published ____________

b. Does the ASCE Student Organization maintain a homepage? (Yes or No)

Newsletters and web sites work together to keep your members and benefactors informed as to what you are doing. Newsletters help remind people to check out your web site. Your web site, if well maintained, can provide the latest information about activities. The combination can really make a difference. Electronic distribution of newsletters is acceptable. However, email announcements do not constitute a newsletter.

Recorded in Part II. C. (Page 5)

13. Number of presentations by an ASCE Student Member made outside an ASCE Student Organization meeting ____________

Check into making presentations to your local Section/Branch or to local civic groups. You can talk about your performance at Student Conference, special projects, etc. Also, sharing your ASCE Student Organization activities with local elementary, middle-school, and high school youth is a great way to share information on your college and future profession. Many opportunities exist – investigate! Remember that speaking outside the ASCE Student Organization represents an excellent marketing/promotion opportunity. Plus, the individual speakers learn and practice valuable communication skills.
14. Did a member of your ASCE Student Organization submit a Mead Paper to National ASCE? (Yes or No)

*This is a wonderful opportunity to explore engineering ethics topics that are overlooked by the vast majority of the ASCE Student Organizations. Check out the paper competition rules and topic on the ASCE web site at [http://www.asce.org/inside/stud_chapacts.cfm](http://www.asce.org/inside/stud_chapacts.cfm).*

15.a. Number of student members attending ASCE National Events

b. Did your Faculty Advisor attend? (Yes or No)

*The National Conference and Exposition is an excellent opportunity for ASCE Student Organization members to participate in technical sessions, field trips, and Younger Member activities while meeting and networking with students, faculty, and industry professionals from around the world.*

16.a. Did your Faculty Advisor attend a Practitioner & Faculty Advisor Training Workshop? (Yes or No)

b. Did one of your Practitioner Advisors attend a Practitioner & Faculty Advisor Training Workshop? (Yes or No)

*The Practitioner & Faculty Advisor Training Workshop (PFATW) is a great opportunity for ASCE Advisors to participate in a community with other advisors, where they can impart the value and purpose of ASCE Student Organizations and receive tools useful in making their student chapter function.*
### SAMPLE – DO NOT COMPLETE!

**AMERICAN SOCIETY OF CIVIL ENGINEERS**  
**STUDENT GROUP REVIEW AND RATING SHEET**

ASCE Student Organization Name: [Enter Name]

Numbers recorded in Part VI (Statistical Input) should be placed in the first blank of the computation column for the respective category. Multiply this number by the indicated value to produce the score. A maximum is given for every category score.

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<th>Category</th>
<th>Computation</th>
<th>Maximum</th>
<th>Score</th>
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<tbody>
<tr>
<td>1. Membership</td>
<td>a. ____ x 5=</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. ____ x 5=</td>
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<tr>
<td>2. ASCE Student Organization Meetings (Professional)</td>
<td>____ x 1=</td>
<td>10</td>
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<tr>
<td>3. ASCE Student Organization Meetings (Student Talks/Papers)</td>
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<td>6</td>
<td></td>
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<tr>
<td>4. ASCE Student Organization Meetings (Professional Licensure / Ethics)</td>
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<td>5. ASCE Student Organization Meetings (Field Trips)</td>
<td>____ x 1=</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>6. ASCE Student Organization Meetings (Social Functions)</td>
<td>____ x 1=</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>7. ASCE Student Organization Meetings (Attendance)</td>
<td>(Enter 0 if attendance is mandatory) ____ x 5=</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8. Section/Branch Meetings (Host)</td>
<td>4 points for YES</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>9. Section/Branch Meetings (Attendance)</td>
<td>____ x 0.5=</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10. ASCE Student Conference Attendance</td>
<td>____ x 2=</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11. Workshop for Student Chapter Leaders</td>
<td>2 points for a. or b. YES 6 points for a. and b. YES</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>12. Newsletters &amp; Web Site</td>
<td>a. ____ x 2=</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. 2 points for YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Presentations outside of ASCE Student Organization</td>
<td>____ x 2=</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>14. Mead Paper</td>
<td>3 points for YES</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15. ASCE National Civil Engineering</td>
<td>____ x 1=</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>16. Practitioner/Faculty Advisor Training Workshop</td>
<td>1 point for a. or b. YES 2 points for a. and b. YES</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**PART I – RAW SCORE TOTAL**

<table>
<thead>
<tr>
<th>Category</th>
<th>Computation</th>
<th>Maximum</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>1. Membership</td>
<td>a. ____ x 5=</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. ____ x 5=</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. ASCE Student Organization Meetings (Professional)</td>
<td>____ x 1=</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3. ASCE Student Organization Meetings (Student Talks/Papers)</td>
<td>____ x 1=</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>4. ASCE Student Organization Meetings (Professional Licensure / Ethics)</td>
<td>____ x 1=</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5. ASCE Student Organization Meetings (Field Trips)</td>
<td>____ x 1=</td>
<td>6</td>
<td></td>
</tr>
<tr>
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<td>____ x 1=</td>
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<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**PART I SCORE (Percentage)**

\[
\text{Adjusted Score} = \frac{\text{Raw Score}}{\text{S(I)max}} \times 70
\]

**PART II SCORE (For Special Projects)**

Subjective Rating (0 to 15 points)

**PART III SCORE (For Report Presentation)**

Subjective Rating (0 to 5 points)

**PART IV SCORE (For ASCE Student Organization Objectives & Fulfillment)**

Subjective Rating (0 to 10 points)

**TOTAL SCORE**

\[
S(I) + S(II) + S(III) + S(IV) = 100
\]

12
ATTACHMENT E (use additional pages if necessary)

SPECIAL PROJECTS REPORT COVER SHEET

Project Title:

Number of Students Who Worked on the Project:

Number of Person-Hours Spent on the Project:

Percent of ASCE Student Organization Membership Who Worked on the Project:

Student group goals and objectives that were addressed during the course of this project:

Project Abstract:

Table of Contents:
## Report Attachments

### Table of Contents

Please attach additional information requested throughout the report in an organized manner. Attachments A-F should consist of the information stated below. Please fill in the page number of the report where the information is located.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Local &amp; National Member List(s)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Sample Meeting Announcements, Programs, Agendas, etc.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Sample Newsletter and/or Print-out of Web site</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Activity Highlights (One-page Write-ups of Activities)</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Special Projects Reports</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Objectives</td>
<td></td>
</tr>
</tbody>
</table>
# EVALUATION OF ADVISORY PERSONNEL

*This evaluation form is required. Complete this form and send with the annual report to ASCE Student Services. Keep this form separate from your annual report by sealing it in a separate envelope.*

SCHOOL NAME: __________________________

Check all that apply to your ASCE Student Organization’s Faculty Advisor:

- [ ] tenured
- [ ] not tenured
- [ ] appointed to the ASCE Student Organization
- [ ] volunteered to be Faculty Advisor
- [ ] Instructor
- [ ] Assistant Professor
- [ ] Associate Professor
- [ ] Professor

Please rank your advisory personnel regarding their contributions toward the effectiveness of your ASCE Student Organization.

<table>
<thead>
<tr>
<th>Name, E-mail, &amp; Phone Number</th>
<th>Superior</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>We Don't Know This Person</th>
<th># of Years Served as Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practitioner Advisor #1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practitioner Advisor #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Note: Please contact ASCE Student Services if any significant difficulties occur with Advisory Personnel anytime throughout the year. Confidentiality will be maintained; we want you to have effective advisors.
FACULTY/PRACTITIONER ADVISOR
AWARD NOMINATION FORM
(to be included with advisory personnel evaluation form in a sealed envelope and mailed with the annual report to
ASCE Student Services)

I. General Information

Who is being nominated? Faculty Advisor _______ or Practitioner Advisor _______

Faculty Advisor or Practitioner Advisor’s Name _____________________________________________
School _______________________________________________________________________________
Advisor’s Address _______________________________________________________________________

Student Nominator(s):
Name ____________________________ Phone # & E-mail ________________________________
Name ____________________________ Phone # & E-mail ________________________________

II. Advisor Information

How many hours a week does your Advisor work with your ASCE Student Organization (approximately)? _______

Does your Advisor.... YES NO Date/Location
Attend Workshops for Student Chapter Leaders? _______ _______ __________________________
Attend Student Conferences? _______ _______ __________________________
Attend the ASCE Civil Engineering Conference? _______ _______ __________________________
Attend the Practitioner and Faculty Advisor Training Workshop (PFATW)? _______ _______ __________________________
Hold any Section, Branch, District/Region, or Younger Member office or committee member? If so, please list these positions below:

Belong to any National ASCE Committees? Yes No Date/Location
If so, please list the committees: ______________________________________________________

III. Advisor Activities

Please tell us in detail why you are nominating your advisor. Describe how your advisor contributes to the professional development of your ASCE group and to individual students. Maybe your advisor is a planner and leader of the ASCE Student Organization, spends time with your ASCE Student Group in social settings, is easy to talk to, or provides career guidance assistance.

This nomination will be reviewed with the annual report, so you may wish to reference specific projects that are described in the report. It is not necessary to detail projects and activities in this nomination if they are described in the annual report.

Please limit the nomination (including this form) to three pages.

If you have any questions, contact ASCE Student Services (student@asce.org).