



The Global Home of Chemical Engineers

**TO: Student Chapter President
Student Chapter Advisor**

FROM: AIChE Student Chapters Committee

SUBJECT: AIChE OUTSTANDING STUDENT CHAPTER AWARD

DATE: April 2014

The AIChE Student Chapters Committee wishes to honor outstanding AIChE student chapters with an Outstanding Student Chapter Award. National recognition for the award winners has grown since the inception of the award in 1970.

The award consists of a plaque for each winning school, an AIChE Certificate of Excellence for the student chapter advisor and the chapter president, plus national publicity and recognition for the chapter. Recipients of the award are announced during the AIChE Annual Meeting and National Student Conference. A list of the past outstanding chapters is attached.

Evaluation of chapter performance is based on participation, enthusiasm, program quality, professionalism, and involvement in the university and community. All chapters have an equal opportunity to win the award regardless of size or geographical location.

Nominations consist of an original of (1) a completed nomination form, (2) a copy of the chapter's annual report and (3) any other information which would help the judges evaluate the chapter. A copy of the nomination form is enclosed. Please make sure this information is included on the nomination form.

All chapters are eligible for the Outstanding Student Chapter Award, including past recipients. The Awards Committee hopes that previous winners have continued their excellent performance and will be nominated again in 2014. Chapters who have never been nominated or selected but have improved their performance to an excellent level in 2013 are encouraged to participate.

E-mail submissions of the complete nomination package should be sent to the email address shown below and must be received no later than July 1, 2014. Late submissions will not be considered. Please direct any questions to the award administrator at awards@aiiche.org.

E-mail: awards@aiiche.org

AIChE Outstanding Student Chapter Nomination Form

College/University Name: _____

Chapter Advisor's Name(s): _____

Chapter President's Name(s): _____

Person Completing This Form: _____

I support this nomination for the AIChE Outstanding Student Chapter Award:

(Chapter Advisor's Signature)

(Chapter President's Signature)

- *Number of Chemical Engineering Students in Your Department.* Indicate if freshmen and sophomores are undeclared at your College/University and any other relevant information regarding how the number of chemical engineering students was determined.

Professional Membership (10 points)

- *AIChE Student Chapter Membership.* Indicate the total number of students who are members of your student chapter and the percentage of the total declared Chemical Engineering majors who are members. Furthermore, indicate how student chapter membership was determined.
- *AIChE Membership.* Indicate the total number of students who are AIChE members and the percentage of the total declared Chemical Engineering majors who are members. Furthermore, indicate how AIChE membership was determined.
- *Additional Comments:*

AIChE Student Chapter Meetings (35 points)

- *List Student Chapter Meetings and Social Events with a brief synopsis (i.e., one sentence) of each (indicate which ones are professional guidance meetings and which ones had outside speakers):*
- *Average Student Attendance:*

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- *Average Faculty Attendance:*
- *Number of Organizational Meetings (e.g., Officers' meetings):*
- *Additional Comments:*

Other Professional Development Activities (25 points)

- *Number of students attending Regional AIChE Conference:*
- *Did the student chapter advisor attend the Regional AIChE Conference?*
- *Number of students presenting at Regional AIChE Conference:*
- *Participated in Chem-E-Car Competition at Regional AIChE Conference?*
- *Participated in Chem E Jeopardy Competition at Regional AIChE Conference?*
- *Number of students attending AIChE Annual Student Conference:*
- *Did the student chapter advisor attend the AIChE Annual Student Conference?*
- *Number of students presenting research at Annual Student Conference (Posters, etc.):*
- *Participation in other activities at AIChE Annual Student Conference (please explain):*
- *Participated in the Student Design Competition?*
- *Nominated Students for an AIChE Scholarship (John J. McKetta, Minority, or Donald F. and Mildred Topp Ohtmer)?*
- *Nominated student for Donald F. Othmer Sophomore Academic Excellence Award?*
- *Nominated student for Freshmen Recognition Award?*
- *Participation in Local Section Meetings/Activities (please explain):*
- *Number of plant trips; list and include student attendance at each:*
- *Additional Comments:*

Community, Department, College or University Service, and participation in the AIChE International Sister Chapter program (20 points)

- *Number of activities; list and include student participation for each activity:*

- *International Sister Chapter (include university name, contacts and a list of the activities between your chapter and your sister chapter):*

- *Additional Comments:*

Communication (10 points)

- *Does your AIChE Student Chapter maintain a website? If so, then please give the web address.*

- *Does your AIChE Student Chapter publish a newsletter (hard copy or digital)? If so, then indicate how many issues were written this year, describe the targeted audience, etc. Please attach at least one newsletter to your application.*

- *Does your AIChE Student Chapter use social media? If so, then please give appropriate contact information (Facebook Group, twitter, etc.)*

- *Additional Comments:*