

**TO: Chairman, Department of Chemical Engineering  
Student Chapter President**

**FROM: AIChE Student Chapters Committee**

**SUBJECT: OUTSTANDING STUDENT CHAPTER ADVISOR AWARD**

**DATE: April 2014**

The AIChE Student Chapters Committee recognizes the excellent work being done by many student chapter advisors. We formally acknowledge the work done by these dedicated individuals by presentation of an Outstanding Student Chapter Advisor Award.

The attached nomination form may be used by an AIChE member or associate member to recommend an advisor for the award. Student Chapter members are qualified nominators.

The outstanding advisor will receive a cash award and a plaque. There will be only one person selected for the award each year, and once having won the award, that person is no longer eligible to receive it again for ten years. A list of past outstanding advisors is attached. The prize is generously supported by the Bartlesville, OK, AIChE Local Section and ConocoPhillips.

The advisor must have been advisor of a chartered AIChE student chapter for at least the last three years, and must have been an AIChE member during that time. The four terms discussed on this nomination form must be covered in detail. Any other supporting information will be considered in an evaluation and is strongly recommended. The absence of specific information fails to give the committee an adequate indication of the advisor's performance. **As noted, copies of the Chapter's last three annual reports are required.**

**Deadline & submissions:** Please consider whether your Student Chapter Advisor's performance is outstanding and respond accordingly.

E-mail submissions of the complete nomination package should be sent to the email address shown below and must be received no later than **JUNE 15, 2014**.

This date is set so that the recipient can be properly recognized and included with all other AIChE awards at the Annual Meeting and Annual Student Conference. Advisors who have completed three years before the start of the current academic year will be eligible. **Late submissions will not be considered.** Please direct any questions to the awards administrator at [awards@aiiche.org](mailto:awards@aiiche.org).

**E-mail: [awards@aiiche.org](mailto:awards@aiiche.org)**

**AICHE STUDENT CHAPTERS COMMITTEE  
OUTSTANDING STUDENT CHAPTER ADVISOR AWARD**

The Outstanding Student Chapter Advisor Award will be awarded to one advisor who has shown outstanding performance in guiding the affairs and activities of a student chapter in accordance with AIChE principles.

Nominations for the award can be made by any AIChE member or associate member. Endorsement of the head of the chemical engineering department is required. Supporting letters may be included. A copy of the chapter's annual reports for the last three years must accompany the nomination.

NAME OF NOMINEE\_\_\_\_\_

**PRESENT TITLE**

## STUDENT CHAPTER

**Nominee's Record** *(Please use additional paper if necessary)*

1. Evidence of outstanding leadership as an advisor, particularly in creating enthusiasm and professionalism among the chapter members.
2. Summarize chapter activities. Include local and national membership by class and percent of enrollment.

3. List individual programs recommended by AIChE that were included in the chapter activities (e.g., Student Design Competition, attendance at regional meetings, relationship with local section, etc.).

4. Other activities in education and professional societies (e.g., training, research, offices held, etc.).

I nominate the above advisor for the Outstanding Student Chapter Advisor Award.

Signature \_\_\_\_\_ Typed Name \_\_\_\_\_

Address \_\_\_\_\_

#### **Department Chairman's Endorsement**

I support this nomination.

Signature \_\_\_\_\_ Typed Name \_\_\_\_\_