**Outstanding Student Chapter Award
Nomination Form Worksheet (U.S., Canada and Puerto Rico)**

**IMPORTANT NOTE:** This document is for your Student Chapter’s internal use only to help you gather information for your Student Chapter Award nomination. The actual nomination form **must be submitted online** **at** <https://www.aiche.org/community/awards/outstanding-student-chapter-award> , where you can also attach the required supporting documents. All applications must be received no later than **July 1**. If you have any questions, please e-mail awards@aiche.org.

**SECTION 1: CONTACT INFORMATION**

College/University Name:

Chapter President's Name(s):

Chapter Advisor's Name(s) :

Name of Person Completing This Form:

Phone Number of Person Completing This Form:

E-mail Address of Person Completing This Form:

AIChE Member ID Number of Person Completing This Form (Required for Verification Purposes)

**SECTION 2: AICHE STUDENT CHAPTER MEETINGS (40 POINTS)**

Provide a list that includes the date, activity with brief synopsis (i.e., one sentence), student attendance and faculty attendance for Student Chapter Meetings and Social Events (indicate which ones are professional guidance meetings and which ones had outside speakers). Please upload this list in a table with the following columns: (i) date, (ii) activity with brief synopsis, (iii) student attendance and (iv) faculty attendance for student chapter meetings and social events.

How many Chemical Engineering majors do you have that are freshmen, sophomores, juniors and seniors (if applicable)? Please provide the best estimates and indicate how the numbers were determined.

How many Organizational Meetings were held (e.g. Officers' Meetings)?

Please provide any additional comments to this section of the application below:

**SECTION 3: OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES (30 POINTS)**

**Participation at Your AIChE Regional Student Conference**

How many of your Chapter's students attended this year's AIChE Regional Student Conference?

How many of your Chapter's students presented research (posters, etc.)?

 Did your Student Chapter Advisor(s) attend? Yes/No

Did the Chapter participate in the ChemE Car Competition? Yes/No

Did the Chapter participate in the ChemE Jeopardy competition? Yes /No

**Participation at last year’s Annual Student Conference**

How many of your Chapter's students attended last year’s AIChE Annual Conference?

Did your Student Chapter Advisor(s) attend? Yes/No

How many of your Chapter's students presented research (posters, etc.)?

Please explain any other activities that your Chapter participated in during last year’s Annual Student Conference:

**Participation in this year’s Student Awards /Competitions Nominations**

Did your Chapter enter the Student Design Competition? Yes/No

Did your Chapter submit nominations for any of the following scholarships? (Check all that apply.)

[ ] John J. McKetta Undergraduate Scholarship

[ ] Donald F. & Mildred Topp Othmer Scholarship Awards

[ ] Minority Affairs Committee Scholarship for College Students

Did your Chapter submit nominations for either of the following awards? (Check all that apply.)

[ ] Freshman Recognition Award

[ ] Donald F. Othmer Sophomore Academic Excellence Award

**Other Participation**

If your Chapter participated in Local Meetings/Activities, please indicate and explain below:

If your Chapter participated in plant trips, please indicate how many and the number of students attending each:

Please provide any additional comments to this section of the application below:

**SECTION 4: COMMUNITY, DEPARTMENT, COLLEGE OR UNIVERSITY SERVICE, AND PARTICIPATION IN THE AICHE INTERNATIONAL SISTER CHAPTER PROGRAM (20 POINTS)**

Please indicate the number of activities.

List and include student participation for each activity.

Please provide any additional comments regarding this section of the application below:

**SECTION 5: COMMUNICATION (10 POINTS)**

Does your AIChE Student Chapter maintain a Web site? Yes /No

If yes, please provide the web address:

Does your AIChE Student Chapter publish a newsletter (hard copy or digital)? Yes/No

If yes, how many issues were written this academic year?

Please attach at least one newsletter to your application.

Does your Student Chapter use Social Media? Yes/No

If Yes, please provide appropriate contact information (Facebook group, Twitter, etc.)

Please provide any additional comments regarding this section of the application below:

**APPLICATION ATTACHMENTS**

Please attach a copy of your Chapter's Annual Report from this year.

Please attach any other information which would help the judges evaluate the Chapter.