



## STUDENT CHAPTERS OF EXCELLENCE PROGRAM

The Chapters of Excellence Program rewards and recognizes Student Chapters for consistently good performance in areas that ACerS, AIST, ASM and TMS feel are beneficial to students and the community as a whole. In order to enter the Chapters of Excellence Program, the Chapter must submit a report on or before June 1. The Chapter must also submit their annual report and be an active Material Advantage Student Chapter.

All entries received on or before June 1 will be judged by a panel of experts nominated by ACerS, AIST, ASM and TMS.

### Awards

- Most Outstanding Chapter (1) will receive a \$750 prize. This Chapter will score the highest, according to the judging criteria listed, taking all categories into consideration.
- Excellent Chapters (up to 5) will receive a \$450 prize. These Chapters will demonstrate overall excellence by scoring well on the judging criteria listed.
- Runner-up will be recognized and receive a certificate of achievement.

### Eligibility

- Active Material Advantage Student Chapters which have submitted the annual report and who have their by-laws on file are eligible.
- The Chapters of Excellence Report, in the appropriate format, must be received by June 1 to be considered. Late entries will not be accepted. Early submissions are welcome.

### Presentation of Awards

Awards will be announced, and plaques will be presented at the MS&T event each fall. The prize money will be sent after the event takes place.

### Award Criteria

The following categories, which ACerS, AIST, ASM, and TMS believe add value to the student membership, will be judged independently on a scale of 1 to 5, with 5 being outstanding and 1 being poor. Scores from each category will be added up, along with a ranking describing the overall quality of the report. The Chapter that receives the highest total score will receive the Most Outstanding Chapter Award. Up to 5 Chapters will receive Excellent Chapter Awards based on their total scores. Cash prizes and plaques will be awarded to each Chapter that receives Outstanding or Excellent designations.

The Excellence criteria is listed below along with brief descriptions of what should be included in the report.

- **Programming** - Describe programming activities that the Chapter conducted over the academic year. NOTE: Only describe programming activities that originated from the Student Chapter, and which would not have occurred without Student Chapter initiative. Do not simply list the Departmental Seminar Series, even if it was 'co-sponsored' by the Chapter. Adding value will be rewarded in this category. Discuss how the programming originated. Non-technical programming and Chapter-sponsored plant trips or field trips are also of value.

- **Career Development** - Describe activities including (but not limited to) programming, technical meeting attendance, Chapter-organized plant trips, and special career-based events that fostered student member career development.
- **Service** - Describe outreach and service activities that the Student Chapter organized or participated in during the year, including (but not limited to) outreach programs designed to foster an awareness of materials to K-12 students, majors to materials-based careers; community or campus service activities.
- **Social Activities** - Describe social activities conducted by the Chapter. Discuss level of participation, and benefits to the students and the community as a whole.
- **Chapter Management** - A strong Chapter requires membership development activities, sound management, and record keeping. Describe management procedures, including elections, finances, reporting duties, recruiting activities, record keeping, Chapter website, etc. Describe how the Chapter ensures continuity of excellence from year to year. Elaborate on level of participation in meetings and Chapter events. How does the Chapter recruit students into the Material Advantage Student Membership program, and how successful are these efforts?

### **Report Format**

- Reports should be submitted via the file upload tool in the online annual report. Your Chapter Chair and Faculty Advisor receive this link every year in order to complete their annual report.
- Include a cover page and a brief overview of the Chapter – no more than 2 pages, less than that will not be penalized.
- Include sections with titles that match the excellence categories listed above, in the order given above. Each section must be no more than 3 pages, including figures, tables or photos. Do not feel any pressure to fill 3 pages per section; content is more important than length.
- Include a letter of support from the Chapter Faculty Advisor
- Include a good photograph of the officers from the academic year covered in the report – not incoming officers. Identify them by name and office.
- A calendar of events may be attached if desired, but this is not required.
- An optional summary page may be included.
- Do not include additional information or appendices.