



MANUAL OF PROCEDURES
STUDENT ACTIVITIES COMMITTEE

Manual of Procedures

STUDENT ACTIVITIES COMMITTEE

FOREWORD

Upon appointment to the Student Activities Committee, the new member should obtain a copy of the Rules of the Board) and Manual of Procedures (MOP) and become thoroughly familiar with each document.

The Manual of Procedures is an in-depth description of the duties and responsibilities of the Committee members.

Appendices are part of the MOP and therefore require approval by the reporting body.

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

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MANUAL OF PROCEDURES

**For
STUDENT ACTIVITIES REGIONAL VICE CHAIRS AND ACCREDITATION
REPRESENTATIVES**

General Duties/Responsibilities of all Student
Activities Regional Vice Chairs

Responsible for:

Operation of Student Activities Committee including developing, revising, deleting and administering programs relating to student education.

Duties:

The following duties are the minimum required by each Regional Vice Chair for Student Activities. The failure to perform, in a satisfactory manner, any duty may be reason for the appropriate Regional Chair or the Society Student Activities Committee Chair to recommend termination of the appointment of the individual.

For attendance at meetings listed below, these duties apply to both the "incoming" and "outgoing" vice chairs, as well as the "established" chair. Transportation costs to and from the Society meetings are paid by Society for incoming, outgoing and established chairs in attendance at the Committee meetings.

1. Attend all scheduled Student Activities Committee meetings.
 - A. Two meetings of the Student Activities Committee occur each year, concurrent with the Society Annual and Winter meetings (June and January).
 - B. Student Activities Committee meetings are usually scheduled for Friday and Saturday. At the discretion of the Student Activities Chair, an early morning and/or an afternoon session may be scheduled at the annual meeting to orient new committee members. All members would be expected to attend the orientation session as well as the regularly scheduled Committee Meeting.
 - C. Regional Vice Chairs actively participate in the business of the Society regarding student and faculty related activities at the Student Activities Committee meetings. Robert's Rules of Order are followed. Regional Vice Chairs are given specific assignments and are expected to be fully prepared to make presentations with recommendations regarding these assignments so that time spent at the meeting is most productive.
 - D. Regional Vice Chairs assigned as Subcommittee Chairs shall attend the Executive Committee (ExCom) meeting usually scheduled on the Friday afternoon preceding the regular meeting.

2. Attend Regional Planning Meetings. (Transportation reimbursed by society)
3. Attend Chapters Regional Conference
 - A. One Chapters Regional Conference (CRC) is held each year within each Region. Each chapter within the region usually takes its turn in hosting the CRC. CRCs are held either in the fall or spring, depending on the policy of the region.
 - B. CRC meetings last 2 to 4 days and involve both technical sessions and Society business at the regional level.
 - C. Regional Vice Chairs for Student Activities actively participate in CRC meetings via:
 1. WORKSHOPS* - A workshop is conducted by each Student Activities Regional Vice Chair for the purpose of acquainting chapter student activities chairs with the Chapter Student Activities Committee Handbook and informing chapter SA Chairs about society Student Activity objectives and goals. (A/V aids - slide modules, etc. are available to assist the Regional Vice Chair in conducting the workshop) (**See Appendix A**)
 2. REPORT* - Present a 10-minute to half-hour report of the past year's student activities to the Regional Officers and Regional Delegates.

*Scheduling the workshop and report are worked out at the regional level between the Regional Chair and the Vice Chair. Student Activities Regional Vice Chairs must ensure that a workshop of sufficient length (two hours as minimum, four hours recommended) is scheduled.
 - D. Transportation to the CRC for Regional Vice Chair and the Student Activities Chair is reimbursed by Society.
4. Administer Regional Student Activities Awards Program
5. Conduct Student Branch Operations review with each Student Activities Chair at the beginning of each year.
6. Maintain a month-by-month liaison with chapter student activities chair within your region for the purpose of ensuring that the student goals of the Society are carried out by each chapter.
 - A. Written correspondence is encouraged to avoid misunderstandings.

- B. Personal and telephone correspondence is encouraged so that a one-to-one relationship may be established between the Regional Vice Chair and the Chapter Chairs.
7. Attend chapter meetings within the region at the request of the Regional Chair.
- A. A request is usually to:
 - 1. Represent the Regional Chair because the Regional Chair cannot attend. In this case, Society and Regional matters would be involved, with the Regional Vice Chair covering all subjects as requested by the Regional Chair. A short speech at the chapter meeting is usually required; pre-meeting sessions, e.g. with the Board of Governors, is also usually required.
 - 2. Accompany the Regional Chair, or attend alone, for the purpose of student activities matters, e.g. strengthening a chapter in student educational matters by giving them individual attention - a helping hand at the place where they conduct chapter business. A maximum of three meetings may be requested.
 - B. Transportation is reimbursed by Society after approval by the Regional Chair. Chapters are encouraged to provide lodging and dinner, if required.
8. Encourage students to submit entries to the Student Design Competition. Judge the entries received at the regional level to ensure that each entry meets the required criteria and is worthy of submission for Society-wide judging.
9. Each chapter is responsible for entering PAOE information into the ASHRAE database via the website. RVC's may access the website to obtain information for chapters in their Region and to enter points also. There will be no need for monthly or quarterly reports to the Regional Vice Chairs by the Chapter Committee Chairs.
- PLEASE NOTE: PAOE points will be entered directly on forms on the ASHRAE web site by the Chapter Presidents and Chapter Committee Chairs by using the chapter PINs. The Chapter President and the Chapter Committee Chairs are responsible for ensuring that the data is entered and that the reporting is completed by June 30. The RVCs may access the web site to obtain information for chapters in their Region. There will be no need for monthly or quarterly reports to the RVCs by the Chapter Committee Chairs. See page 6 for RVC responsibilities in PAOE reporting.**
10. Answer all correspondence promptly. Any contact, oral or written, usually should be answered within one week of receipt. A negative reply with indication of future action is recommended if an immediate reply cannot finalize the inquiry. Copy other committee members (chair) and staff liaison as appropriate.

11. Perform all other duties as assigned by the Director & Regional Chair and/or the Society Student Activities Committee Chair, e.g. participation on subcommittees of the Student Activities Committee.
12. Refer to the Student Activities Committee Board Approved Rules (BAR) for further information on policies and procedures.

General Duties/Responsibilities of all Student
Activities Accreditation Representatives

Responsible for

Participation in the business of the Society regarding ABET and accreditation related matters. Reps are required to attend their Accreditation Subcommittee meeting and the Accreditation Subcommittee Chair is required to attend the ExCom meeting. They participate in the main Committee meeting. They do not follow any of the required duties of a Regional Vice Chair. The EAC and TAC Commissioners must follow through on their annual duty to serve as the team chair for accreditation visits.

Duties

This subcommittee will be comprised of ASHRAE's representative to the ABET Board of Directors as well as ASHRAE's representatives to the Technology Accreditation Commission (TAC) and the Engineering Accreditation Commission (EAC) respectively. EAC and TAC representatives must attend the accreditation committee meetings.

ABET Board of Directors

1. One representative shall be appointed to represent ASHRAE on the ABET Board of Directors (BoD) and another shall be appointed as an Alternate. Each appointee shall serve a three-year term.
2. The Representative and Alternate shall attend the ABET BoD, Annual and other appropriate meetings of ABET, participating in the deliberations and actions as required by the ABET procedures.
3. The Alternate shall act in the place of the Representative when the Representative is unavailable.
4. The Representative and Alternate shall report their participation in ABET BoD activities and pertinent actions of the ABET BoD to the Student Activities Committee, but without divulging secret accreditation information.

ABET Commission Members

1. Two **representatives** shall be appointed to represent the Society to the ABET's Engineering Accreditation Commission (EAC) and to the Technology Accreditation Commission (TAC). Five-year term.
2. Commission members will attend ABET Commission meetings in addition to Society meetings. The **representatives** will also travel as assigned by the Commission in order to participate in the accreditation process.
3. The Technology Accreditation Commission **Representative** shall be responsible for developing and updating the Program Criteria for Air Conditioning and Refrigeration Technology and similarly named programs.
4. The Engineering Accreditation Commission **Representative** shall be responsible for developing Program Criteria for Air Conditioning and Refrigeration Engineering and similarly named programs when such programs come into existence.
5. The **representative** shall report their participation in ABET Commissions activities and pertinent actions of the ABET Commissions to the **Student Activities** Committee, but without divulging secret accreditation information.

Program Evaluators and Observers

1. ASHRAE members will be recommended as ABET Program Evaluators and Observers by the **Student Activities** Committee Chair. Currently there are only such programs in Engineering Technology.

ABET Program Criteria

Applicability

These program criteria apply to engineering technology programs that include air conditioning, HVAC, refrigerating, heating, or ventilating and similar modifiers in their titles.

Objective

An creditable program in Air Conditioning, Refrigerating, Heating and Ventilating Engineering Technology will prepare graduates with the technical and managerial skills necessary to enter careers in the design, application installation, manufacturing, operation, marketing and maintenance of heating, ventilating, air-conditioning, and refrigeration (HVAC&R) systems. Graduates of associate degree programs typically have competence in air-conditioning processes, heating/cooling load calculations, ventilation principles, pipe and duct design, system controls, system components, heating, refrigeration, economic analysis and computerized energy evaluation methods. Baccalaureate degree graduates are well prepared for design and development of complex systems complementing and expanding on lower division work.

Outcomes

Graduates of associate degree programs must demonstrate knowledge and hands-on competence appropriate to the goals of the program in:

- a. utilizing air-conditioning processes, heating and cooling load calculations, ventilation principles, pipe and duct design, system controls, system components, heating, refrigeration, economic analysis, and computerized energy evaluation methods in system design.
- b. applying mathematics, physics or chemistry, thermodynamics, psychrometrics, and fluid mechanics to HVAC&R systems

Graduates of baccalaureate degree programs must demonstrate, in addition to outcomes expected of associate degree graduates, the ability to:

- a. analyze and design complex HVAC&R systems.
- b. apply project management to HVAC&R systems.
- c. apply economic analysis and computerized energy evaluation methods to HVAC&R systems.

SUBCOMMITTEES OF THE STUDENT ACTIVITIES COMMITTEE

The following subcommittees are vitally important in carrying out the activities and goals of the Student Activities Committee. As a Student Activities Vice Chair, you will be asked to serve on at least two of these subcommittees. Your commitment and enthusiasm will be needed for the Student Activities Committee to continue serving the membership.

Student Activities K-12

STEM Activities

JETS Activities

Promote participation in National Engineers Week to chapter chairs

Career Brochures and Audiovisuals (K-12)

Teacher Liaison

Responsible for updating and adding projects to the online K-12 Resources

Create CRC K-12 Workshop Materials

Student Activities Post High School

Student Branches

Career Brochures and Audiovisuals (Post High School)

Guidelines for a Regional Student Branch of the Year - **Appendix B**

Guidelines for Student Branch Advisor of the Year - **Appendix C**

Student Technical Tour

Student Program – **Appendix D**

Student Consultant - **Appendix D**

Create CRC Post High School Workshop Materials

Chapter Scholarships

Review and Recommend Student Activities Information on Student Zone

Student Project Competition

Administer Student Project Design Competition: write criteria and judge - **Appendix E and F**

Review and Recommend Student Project Competition Information on Student Zone on ASHRAE Web Site

Undergraduate Program Equipment Grant

Administer Undergraduate Program Equipment Grant Program: write criteria and score - **Appendix G and H**

Officiate and Execute the Regulations and Guidelines of the Grant Program

Review Budget for Grant Program on Annual Basis

Review and Recommend Student Activities Information on Home Page on Student Zone Web Site

Accreditation Activities

Assist in the recruitment efforts of prospective evaluators

Communicate with ABET and ASHRAE Staff Liaison regarding program evaluator assignments and other coordination needs.

Review and Recommend Accreditation Activities Information on ASHRAE Student Zone

Chapter Chair Training and Development

Develop and update training for Student Activities Chapter Chairs

Create and implement Centralized Training for chairs

LIAISONS: Membership Promotion, YEA

Responsible for:

Liaison with other ASHRAE committees, correspondence and attendance as required.

Duties:

1. Report to Student Activities Committee those items of business or discussion of the respective committees, which are germane to the Student Activities Committee in any way.
2. Transmit to Student Activities Committee motions and/or appropriate business to their respective committees or the chair.
3. Follow up on Student Activities Committee actions and solicit a response from the respective committee of any pertinent information.

Executive Committee

The SA Committee also has an executive committee, which consists of the SA Chair, SA Vice Chairs, BOD ExO, and the Chair of each of the SA Subcommittees. The Executive Committee usually meets at the Society Winter and Annual Meetings the day before the full meeting of the SA Committee.

STUDENT ACTIVITIES COMMITTEE CHAIR
Manual of Procedures

Responsible for:

Direction and operation of Student Activities Committee and reporting to Members Council, as required.

Duties include:

1. Prepare agendas for all Committee meetings and distribute to Committee (including accreditation representatives, CO, ExO). Agenda will be distributed to liaisons from other committees.
2. Preside at all Committee meetings.
3. Prepare written reports to the Members Council as required.
4. Approve the minutes of each Committee meeting for distribution by Headquarters.
5. Coordinate the MBO Program for the Committee and transmit to Society President. Written goals are due in September but goals should be well established and finalized at the preceding June meeting.
6. Attend Members Council meetings as required.
7. Assign Committee members specific functions.
8. Make recommendation, with assistance from Vice Chair and Staff Liaison, for appointment of incoming Vice Chair at end of term.
9. Other duties as assigned by the President or the Board of Directors.

Suggested time frame: (includes deadlines of student activities)

JUNE Year usually begins as chair (term officially begins on the convening of the new Society Board of Directors for the first time, usually the last day of the Annual Meeting)

Prepare subcommittee and liaison assignments
Prepare goals for coming year

STUDENT ACTIVITIES COMMITTEE CHAIR- continued

Suggested time frame:

- At Annual and Winter Meeting attend Members Council meeting – held on Tuesday.
At Annual meeting attend New Chair Orientation workshop – held on Tuesday
- JULY Send Regional Vice Chairs, Student Activities (RVCs an updated calendar for the coming year as it relates to student activities
Review minutes from June meeting for distribution by HQ
- AUGUST Offer assistance to RVCs who have upcoming CRCs (push current topics)
Remind RVCs of chapter visits - should attend at least one a year or as requested by Regional Chair.
Submit committee goals to Headquarters – Annual meeting only
- OCTOBER Contact RVCs asking for progress reports on assignments
- NOVEMBER Send reminder to Committee of any action items/reports the RVCs are working on for January meeting
- DECEMBER Be thinking of recommendation for new Vice Chair of Committee
- JANUARY Early in month - prepare agenda for January meeting and distribute to Committee
Attend and conduct Winter Meeting
Prepare report to Members Council
Attend Members Council meeting and provide a written report of the committee meeting
- FEBRUARY Review minutes of Winter Meeting for distribution by HQ
Send RVCs remaining student activities calendar as a reminder

STUDENT ACTIVITIES COMMITTEE CHAIR- continued

Suggested time frame: (continued)

- MARCH Offer assistance to RVCs who have upcoming CRCs (push current topics)

APRIL Send reminder to Committee of any action items/reports the RVCs are working on for June meeting

MAY

JUNE Early in month - prepare agenda for June meeting and distribute to Committee
Attend and conduct Annual Meeting
Prepare report to Members Council
Attend Members Council and present a written report on the issues dealt with at the SA Committee meetings

JULY

**STUDENT ACTIVITIES COMMITTEE VICE CHAIR
Manual of Procedures**

1. If the Chair is unable to attend a scheduled meeting, the Vice Chair shall conduct the meeting.
2. The Vice Chair shall serve as the fiscal planner for the committee and shall work with the committee chair and staff liaison to plan and administer the committee's budget.

3. The Vice Chair shall conduct an orientation meeting for new committee members at the Annual Meeting.
4. The Vice Chair shall be responsible for updates and revisions to the MOP and BAR, long-range planning, and fiscal planning.

STUDENT ACTIVITIES COMMITTEE STAFF LIAISON Manual of Procedures

Responsible for: Liaison between Student Activities Committee and Society staff and facilities.

Duties include:

1. Act as secretary at Committee meetings; submit meeting minutes for approval to the Chair prior to distribution; and distribute meeting minutes within 60 days after any regular Committee meeting.
2. See that agendas (and supporting papers) are mailed to all Committee Members in a timely manner.
3. See that the Manual of Procedures and Chapter Student Activities Handbook, etc. remain current.
4. See that Committee reports to the Members Council are prepared and submitted in a timely manner.
5. Welcome each new member when appointed to the Committee, sending them copies of the BAR, Manual of Procedures, 2 past sets of minutes, and other pertinent information.
6. Keep current with budget/expenses incurred by Committee. Work with Chair of Committee in establishing the yearly budget.
7. Correspond with student branches keeping them informed of items of interest to students, for example, the grant programs, design competition, scholarships, special activities, etc.
8. Correspond with Chapter Student Activities Chairs as needed; i.e., keep Handbooks current, send information of interest to students, etc.
9. Remind student branches and chapters of deadlines:
Dec. 18 - Undergraduate Program Equipment Grant
Dec 15 - Grant-in-Aid
May 4 - Student Project Competition (for international entries, dates may vary)
10. Maintain records (ABET bios, dates, etc.) of program evaluators; commission members and board member.

STUDENT ACTIVITIES COMMITTEE STAFF LIAISON - continued

14. General correspondence:
 - General inquiries as to engineering schools, scholarships, etc.
 - Career guidance inquiries
 - Student Activities Committee
 - Chapter Student Activities Chairs
15. Be familiar with and have access to Society rules and procedures and budget information, and inform Committee of such as required.
16. Monitor Student Branch activities.
17. Coordinate ASHRAE activities in K-12 and university related educational initiatives (i.e., National Engineers Week and Solar Decathlon, etc.).
18. Revise student member publications.

STUDENT ACTIVITIES BOARD EX-OFFICIO
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Responsible for:

Assessing the Committee's scope, operation, and personnel and shall suggest changes as needed.

Duties include:

1. Communications and interpretation of Presidential goals
2. Guidance in fiscal planning
3. Assistance in preparation of annual objectives
4. Monitoring of progress toward completion of annual objectives
5. Assistance in developing action plans to achieve Strategic Plan Objectives

STUDENT ACTIVITIES CRC WORKSHOP

Time: 4 hours is strongly recommended, but 2 hours is the minimum acceptable timeframe

AV equipment: DVD player
High speed internet connection
LCD projectors and screen

Power cords and connection cables

Materials: SA Handbooks
Videos
PowerPoint Presentations
Handouts/Brochures
Sign-in sheet

Be prepared for the workshop by reviewing all of the materials that will be used during the session and organize the workshop to cover all the topics in the allotted time. Check out all the AV equipment and media prior to starting the session to ensure everything is working properly. Encourage discussion and the sharing of ideas, but manage the pace of the workshop to make sure all of the material is covered.

Begin the workshop by handing out the SA Handbooks and passing around a sign in sheet. Ask each participant to sign their name, chapter position, and the chapter, which they represent. This will help you determine which SA Chapter Chair did not attend the workshop and will need materials sent to them.

Stress that this Handbook contains the answers to many of the questions that come up during the year. It is an essential resource.

Student activity resources can be found on the ASHRAE student zone website. Discuss how to setup a user account for the ASHRAE website. A user must log in to have access to PAOE and other members only sections of the website. Access the Student Zone portion of the website during your presentation to show chapter chairs where information on the Student Activities can be found. Show participants each section of the Student Zone. Show them where to find membership applications, career information, design competition details, scholarship and grant programs and K-12 resources.

Discuss how to navigate to the PAOE section of the ASHRAE website. Supply each chair their chapter number and let them know this number is needed in order to view chapter reports. Supply each chair with the chapter-specific login id and password for PAOE. Demonstrate, then, how all of these goals are accomplished.

As you begin your presentation, emphasize that you would like a lot of discussion and sharing of ideas from the group.

Mention that the work of the Student Activities Committee requires a team effort and as chapter representatives, they should organize a subcommittee to assist with their efforts.

On the chapter level, the work of the SA Committee involves three main areas:

- 1) Encourage the study of HVAC&R related courses in post secondary school institutions. Promote the development of new student branches including assistance and nurturing of existing branches.
- 2). Promote leadership in ASHRAE student membership.
- 3) Promote math, science, and the career of engineering to students in Kindergarten-12th grade

STUDENTS - POST SECONDARY SCHOOL

Begin by discussing the importance of establishing and maintaining ties with colleges, universities, and technical schools which have HVAC&R programs and courses. (Section 4 - SA Handbook)

Discuss:

Establishing New Student Branches
Programs that support Existing Student Branches

Ask your participants what programs and activities have worked in their chapter to encourage student membership and the support of student branches.

Ask your participants what are some effective ways to approach a new school and get a new student branch initiated.

Discuss Society programs geared toward Student members
(SA Handbook Section 5)

1. Student Project Competition
2. Society Scholarship Program
3. Grant Programs for Undergraduate and Graduate Students
4. Career resources (Career Profiles, ASHRAE Student Guide, Careers in HVAC&R video)

STUDENTS - KINDERGARTEN - 12TH GRADE

(SA Handbook Section 6)

Discuss the national problem of a decline in students entering the engineering field and the overall poor showing of U.S. students in math and science. Emphasize that a large number of engineering societies are working to promote Science, Technology, Engineering and Math (STEM) throughout the United States and Canada. Discuss the need to target all age groups from Kindergarten - 12th grade. Review all the programs and activities outlined in Section 6 of the SA Handbook.

Promote the ASHRAE K-12 experiments, emphasizing its use in classroom presentations. www.ashrae.org/ashraek12.

Show portions of selected videos as appropriate.

Discuss the importance of preparing in advance when making classroom visits and show the appropriate videos.

Perform a demonstration classroom project to show what to do during a classroom session/activity. Encourage anyone who has done a classroom visit share their classroom experience and insight.

Allow plenty of time for discussion and the sharing of ideas and experiences.

The SA Vice Chair should view all of the videos supplied prior to the CRC and select the appropriate videos or sections of the videos for the audience in their region.

Close the session by reminding the group that the SA Handbook will be a valuable reference book throughout the year. SA Chapter Chairs should also be encouraged to contact you (the RVCs) if they need information or ASHRAE Headquarters.

Guidelines for a Regional Student Branch of the Year Award

Toward the end of the Society year, each student branch should submit its qualifications and accomplishments to their respective Student Activities Regional Vice Chair. The regional vice chair will then select the most outstanding student branch in the region. The following criteria could be used subjectively as a guideline for judging.

A.	Student Branch Growth	20%
B.	Student Branch Organization	25%
	<ul style="list-style-type: none"> 1. Programs 2. Field Trips 3. Meeting Attendance 4. Liaison with other Engineering Societies 	
C.	Participation in other ASHRAE Activities	
	<ul style="list-style-type: none"> 1. Local Chapter Activities 10% <ul style="list-style-type: none"> a. Student Nights b. Career Fairs c. Chapter Meetings d. Student/Chapter Member Liaisons e. CRC Participation 2. Society Activities 10% <ul style="list-style-type: none"> a. Attendance at Society Meetings b. Student Scholarship Participation c. Student Project Competition 	
D.	Participation in the Activities of the Local Engineering Community	15%
	<ul style="list-style-type: none"> 1. Engineers Week 2. Local Interns with HVAC-Related Firms 3. Shadow Programs (Engineers Visits) 	
E.	Enthusiasm for ASHRAE	10%
F.	Miscellaneous	10%

Guidelines for Student Branch Advisor of the Year Award

Objective:

- To annually select and award the Student Branch Advisor/Student Branch of the year.

Procedure:

- Chapters Presidents or Student Activities Chairs should submit their Chapter’s best nomination to the Regional Vice Chair for Student Activities no later than May 31. If they wish, Chapters can solicit nominations from active student members and Student Branch Advisors.
- The nomination should be electronic and include:
 - The Advisor’s name and ASHRAE member number (if available).
 - The Student Branch name.
 - How your candidate met the criteria listed below.
 - A short paragraph on the success of the Student Branch Advisor and the Student Branch (include the activities and programs they did during the year).
- The RVC will select the best nomination in his/her region and submit it to the Post-High Subcommittee for evaluation no later than June 15.

Judging:

- Members of the Post-High Subcommittee will evaluate all entries and select their top candidate.
- Final judging occurs at the Annual Meeting on June 22, 2007 during the Post-High Subcommittee meeting, and the full Committee will vote to approve the selected individual the next day. The winner will be notified no later than July 15, 2007.

Award:

- The award is presented to the winning Advisor at the Student Program ASHRAE Winter Meeting.

Criteria:

Number of new student members sponsored during the ASHRAE year	10 points/student
Student Branch activities organized	100 points/activity
Student Branch Activities where local chapter members are present	50 points/activity
Number of student members placed in a summer internship	10 points/student
Number of graduating student members placed in industry job	10 points/student
Annual reporting to headquarters before May 31st	50 points
Student members attending Winter Meeting	10 points/student

Dedication to the advancement of Society Student Activities (list examples)
50 points

Volunteer event sponsored for K-12 to involve student members and promote
the industry to children
50 points/activity

Application to ASHRAE Student Activities programs (e.g. grants, design
competition, etc.)
10 points/entry

Student Program/Breakfast

This event is held on Sunday morning 7:00 a.m. - noon. during the Winter Meeting and serves as an orientation session for the ASHRAE student members in attendance. The breakfast portion of this program is informal continental style to promote interaction between the student members and the regular members present. Prior to the end of the breakfast period a more formal presentation of background information is given to the student members by one or more scheduled speakers. The SA Committee is responsible for lining up individuals to speak during the program. The Student Activities also hosts a Panel Discussion,-which provides the students with an opportunity to learn more about ASHRAE-related careers and how to secure a job in one of these areas. The SA Committee members are expected to attend and support these activities.

During the student breakfast, the SA Committee hosts a poster session to highlight the first- and second- place winning projects of the ASHRAE Student Design Competition. Team members have an opportunity to discuss their winning designs and answer questions about their participation in the competition.

Student Consultant

The SA Committee has one position available for a student to serve as a consultant to the committee at both the ASHRAE Winter and Annual Meeting. A student branch officer from the host region shall be appointed by the president as a non-voting consultant to attend the meeting held in the student's region and to serve on the Student Activities Committee, with transportation, two nights' hotel accommodations, a ticket to the Welcome Party, and an allowance of \$100.00 provided.

The RVCs from each of the host regions are responsible for securing qualified candidates for this position. The SA staff liaison will assist in this process by sending notices out to each of the student branches in the two regions.

Student Design Project Competition Guidelines

ASHRAE sponsors the design project competition to recognize outstanding student design projects, to encourage undergraduate students to become involved in this dynamic profession, to apply their knowledge of practical design, and to promote teamwork.

The student design project competition follows a prescribed format. The contest's guidelines specify the system all teams will design, including all design parameters necessary to complete the project; however, the teams may compete in one of three subsystem categories: Integrated Sustainable Building Design, HVAC System Selection and HVAC System Design.

Entry

ASHRAE recommends that project groups consist of at least two members. However, team members can attend different colleges. All entries must be submitted electronically on each level: local chapter, regionally and nationally. Each entry, including drawings, diagrams, calculations and manufacturer's data, must be no longer than 35 pages or 44 slides if in form of PowerPoint presentation. These reports should include the following:

- Statement of objectives
- Team name and contact information
- Descriptions of how the design satisfied these objectives
- Descriptions of how and why the final architectural design or HVAC system was selected
- Supporting calculations
- Design drawings and/or schematic diagrams

Entries may originate from an undergraduate engineering or architecture curriculum. All team members must be enrolled in an undergraduate program during the semester/term they contribute to the design. Projects can be submitted by graduate students in the Integrated Sustainable Building Design category.

Evaluation

Evaluation of the design project is based on the following major criteria:

Anticipated Operating Cost (HVAC System Design and HVAC System Selection only)

Environmental Impact

Comfort and Health (HVAC System Design and HVAC System Selection only)

Appendix E (cont.)

Creativity

Communication of Results

Practicality (Architectural Design Category only)

Evaluation Process

There will be four levels of evaluation. Evaluators at all levels will evaluate the design project reports, not only for content, but also for compliance with the contest rules.

School level competition under the direction of the faculty advisor at the entrants' school will select projects that meet the competition requirements.

Chapter level evaluation under the guidance of the Chapter Student Activities Chair (minimum two evaluators plus chair) to select best project in each category for forwarding to the regional competition. A maximum of one entry in each category will be accepted from each chapter.

Regional level competition under the guidance of the Regional Vice Chair (minimum two evaluators plus the vice chair) will select the best project in each category for forwarding to the society competition. A maximum of one entry in each category will be selected from each region.

Society level competition under the direction of the Student Activities Student Project Subcommittee Chair (at least three evaluators plus chair) will select 1st 2nd and 3rd place winners in each category.

Awards

The awards presented to the winners of each of the three subsystem competition categories are to be as follows:

First place: \$2000 Plus a representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented.

Second place: A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented.

Third Place: A representative from the team will receive free transportation, two nights lodging and \$100 expenses for attendance at the winter meeting where the award will be presented.

Rising Star: A representative from the team will receive free transportation and two nights lodging for attendance at the ASHRAE winter meeting where the award will be presented.

Administrative Procedures and Timeline
Student Design Project Competition

Winter Meeting - January

Competition Subcommittee **finalizes** the following year's competition design. This will include designating 3 Subcommittee members to field HVAC System Design, System Selection, and Integrated Sustainable System Design technical inquiries.

February

Competition Subcommittee sends Staff Liaison the design, including

- Design criteria for all 3 categories
- Site and architectural plans (11 x 17")
- AutoCAD diskette including site and architectural plans (please label diskette with the AutoCAD version)
- Request for Information Form

March

Staff Liaison distributes a word-processed version of the competition announcement and design criteria to all student branch advisors and all SA Committee members.

April - May

Opportunity to revise competition.

July

Staff Liaison publishes the competition brochure,

August

Staff Liaison distributes the competition brochure, design criteria, site & architectural plans, and diskette of AutoCAD plans to all student branch advisors. All student members, chapter SA Chairs, and the Student Activities Committee will receive the brochure only. The design criteria and site & architectural plans are available online and will be distributed upon request.

September - May

Staff Liaison responds to requests for design criteria, site & architectural plans, and diskettes. Technical inquiries must be written (faxed or mailed on the Request for Information Form or e-mailed). Staff Liaison will send technical inquiries to appropriate subcommittee member. Committee members will respond to technical inquiries in writing and send to Staff Liaison. He/she will reply to individual questions, but compile questions and distribute answers to all student branch advisors and all participating individuals in November and February.

June

RVCs submit their winning entries in each category to Staff Liaison. Within 2 weeks of the Annual Meeting, Staff Liaison will distribute each winning entry to the Competition Subcommittee members.

Annual Meeting

Competition Subcommittee will compile the results of each member's evaluation. Winners to be announced at SA Committee Meeting.

August

**Winners announced no later than the first Friday in August
Participants not-selected should be notified.**

Undergraduate Program Equipment Grant

ASHRAE annually awards up to \$ \$65,000 in funds to colleges and universities through its Undergraduate Senior Project Grant. This program provides grants to engineering, technical and architectural schools worldwide with the goal of increasing student knowledge, learning and awareness of the HVAC&R industry through the design and construction of senior projects. Grants are to be used to fund equipment and supplies for engineering or architectural senior projects and 2-year technical school projects that focus on ASHRAE-related topics. Grants may cover projects lasting from one academic term up to one year. By providing grant funds for engineering or architectural senior projects and 2-year technical school projects, ASHRAE hopes to fill a need often found in undergraduate engineering and technical school programs and to encourage students to pursue ASHRAE-related careers.

Projects involving the building of working models, test equipment, experimental teaching aids, and laboratory experiments are encouraged. Projects only involving data collection, computer modeling or computer programming will receive lower funding priority. Computer hardware will not be funded; however computer software if utilized in conjunction with the above listed project is acceptable. When the project is complete, the student or group of students and faculty advisor(s) will submit a final report to ASHRAE. Additionally, full-year projects will require a mid-year progress report.

The grant application must be submitted by the faculty member(s) responsible for the project. The application may be made from any engineering, architecture, or engineering technology department as long as the project involves an ASHRAE-related topic. The faculty member(s) and student(s) responsible for the project are **NOT** required to be ASHRAE members or student members. The grant is made to the university solely for the support of the materials required for the project in an amount not to exceed \$5000 (U.S.) per calendar year per project. *University overhead and faculty or student salaries will not be funded.*

The faculty advisor(s) will submit the application to ASHRAE on behalf of the student or group of students completing the project. To be considered, ALL questions must be answered on the application, including a complete project description and a fund expenditures form (see the example on the following page). The application deadline is December 15 annually. (this many vary slightly depending on the day of the week in which Dec. 15th falls)

Applications will be evaluated based upon: ASHRAE related topics; adherence to guidelines; quality of the student experience; number of students participating; appropriateness of funding request and ASHRAE involvement. Project titles from last year's successful applicants are available for viewing under the Student Activities Section of the ASHRAE Homepage (www.ashrae.org).

Applicants will receive notification of their application's status by **March 1 from the Student Activities Liaison**. An unaccepted project proposal may be revised and re-submitted for the following years. Funds will be available to the grant recipients on or after **July 31**. Any funded project not completed (as indicated by non-receipt of a mid-year progress report or final report) will result in the removal of the school from consideration for additional grants the following year.

Administrative Procedures and Timeline
Undergraduate Senior Project Grant

September

Staff Liaison distributes grant applications to all ASHRAE student branch advisors, faculty liaisons, the Association of Engineering Educators list of deans of engineering & engineering technology, past grant recipients, past non-funded grant applicants, and other requests. The program is announced in *ASHRAE Insights* and on the ASHRAE Home Page.

December

Applicants submit application to Staff Liaison. He/she distributes to Grant Subcommittee.

Winter Meeting - January

Grant Subcommittee evaluates applications and chooses projects to be awarded grants.

February

Staff Liaison sends notification letters to all applicants. Applicants receiving funding are sent Project Information Sheets to be returned April 21 They will also receive guidelines for the interim and final reports. Staff Liaison also sends copies to RVCs and chapter student activities chairs encouraging recognition/certificate presentations.

April

Project Information Sheets returned to Staff Liaison.

Annual Meeting - June

Grant Subcommittee evaluates the program, suggesting revisions to applications, correspondence, procedures, etc.

July

Staff Liaison distributes grant checks and plaques with cover letter including deadlines to submit reports. The cover letter states that delinquent reports disqualify schools from receiving future grants for one year.

Staff Liaison sends chapter SA chairs a copy of the award letter and a memo encouraging recognition/certificate presentations. The memo also announces that a plaque has been presented to the recipient for affixing to the project.

*****All advisors' inquiries regarding the programs' policies will be referred to the Grant Subcommittee.*

STUDENT ACTIVITIES ACHIEVEMENT AWARD

The following criteria is for the Student Activities Achievement Award.

1. The Student Activities Achievement Award shall be presented annually but may be omitted if a suitable candidate is not identified.
2. The Student Activities Achievement Award will consist of an 8” x 11” plaque which will state: “In recognition of service to the goals and growth of Student Activities at all levels and in appreciation of this dedication the Student Activities Achievement Award is given.” Fiscal impact will be about \$25 per award to be budgeted by the Student Activities Committee.
3. A candidate will be nominated to the Honors and Awards Committee by the Student Activities Committee. The nomination shall include a one page (100 words) explanation of the nominee’s qualifications along with documentation of the computed award points as outlined in Item 4. The Honors and Awards Committee shall consider the points and the explanation in its deliberations. This award will be given at the Plenary Session’s Honors and Awards Ceremony.
4. Award points shall be cumulative as follows:

a)	Chapter Student Activities Chair or Education Chair	1 pt/year
b)	Establishing a student branch	2 pts/branch
c)	Reactivating a Student Branch	2 pts/branch
d)	Application to Undergraduate Senior Project Grant to chapter supported school	2 pts/branch
e)	Entry to Student Design Project Competition to chapter supported school	2 pts/branch
f)	Student branch advisor	1 pt/year
g)	Speaker for Post High School	1 pt
h)	Speaker for K-12	1 pt

*Must have been inactive more than 2 years

Appendix I

5. A minimum of 10 points is necessary for eligibility.
6. The purpose of the Student Activities Achievement Award is to recognize excellence in volunteer service. It serves to heighten general membership awareness of, and interest in, student activities.

STUDENT ACTIVITIES ACHIEVEMENT AWARD (10 Points Minimum Required)

Scoring System	Points	Max. pts Available	Comments
Chapter Student Activities Chair or Education Chair	1 pt/year	2 pts	
Establishing a Student Branch	2 pts/branch	4 pts	
Reactivating a Student Branch*	2 pts/branch	4 pts	
Undergraduate Sr. Project Grant	2 pts/branch	4 pts	
Student Design Project Comp.	2 pts/branch	4 pts	
Student Branch Advisor	1 pt/year	2 pts	
Speaker for Post High	1 pt	2 pts	
Speaker for K-12	1 pt	2 pts	
Total Points		24 pts	

* Must have been inactive more than 2 years

APPENDIX J

MENTORING PROGRAM

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

- Before the next meeting of the Board of Directors/Board of Governors, Council or Committee Meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.
- The mentor should make every effort to update the new member on:
 1. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
 2. Review the Board Approved Rules (BAR) and Manual of Procedures (MOP) with the new member.
 3. Discuss the typical meeting format and member duties and responsibilities.
- The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:
 1. Member's field of expertise and employer
 2. Chapter and city of the new member
 3. Former chapter, region and Society positions previously held by the new member
- The new member will be sent a copy of the group Board Approved Rules (BAR), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have the following responsibilities:

1. Assign a mentor to each incoming new member of the group prior to the first meeting.
2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

Process of Measurement at the Society and Regional Level:

Measurement	Actual %	Tool	Responsible Party
1. Each Board of Directors/Board of Governors, Council, and Committee will include the mentoring program in their Manual of Procedures (MOP).		MOP	Committees/Council
2. The Committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the Council at each meeting.		MBO	Committees/Council
3. The mentoring program will be monitored to determine its effectiveness through the MBO process.		MBO	Council
4. The Councils at each annual meeting will include in their report to the Board of Directors the status of that Council's mentoring program.		BOD Report	Council

Process of Measurement at the Chapter Level:

Focus and measurement will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short-term results will be measured by PAOE compliance. Long-term measurement would be completed by retention % reduction for new members who have belonged to the Society for less than two years.

Measurement	Actual %	Tool	Responsible Party
1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee
2. Retention decrease of new members		Membership Report	Membership Committee

GUIDELINES FOR AWARDS

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige

