

National Society of Black Engineers



NSBE Jr. Tool Kit *Our Pre-College Investment!*

Revised for the 2004-2005 Academic Year

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What is NSBE's Pre-College Initiative (PCI) Program?

NSBE's Pre-College Initiative program provides a formal vehicle through which NSBE collegiate and alumni members encourage students in grades K-12 to develop interest and skills in math and science. By connecting with pre-college students, NSBE members are helping to develop a pipeline – interested students become active NSBE Jr. members, go on to college and become NSBE collegiate members, and upon completion of their educational pursuits become NSBE alumni members.

What is NSBE Jr.?

A vital component of NSBE's PCI program, NSBE Jr. is actually a membership category – just as there are NSBE collegiate and alumni members, there are NSBE Jr. members who participate in and benefit greatly from NSBE's PCI program. NSBE Jr. members and chapters are at the core of PCI, as they are the primary focus and beneficiaries of PCI activities.

NSBE Jr. focuses on enhancing the education received by African-American and other minority pre-college students, as well as influencing these students to become tomorrow's corporate executives, entrepreneurs, and leaders. In this spirit, NSBE Jr. is the quintessential recruitment, teaching, and preparation device for the National Society of Black Engineers. NSBE Jr. aims to:

- help pre-college students develop a positive attitude towards academic excellence
- encourage and support parental commitment to their children's education
- stimulate enthusiasm about engineering and science among pre-college students
- raise cultural awareness among African-American youth
- provide support to students throughout the college application process
- increase college graduation rates of African-American students
- prepare pre-college students to be positive, contributing future NSBE members

The NSBE Jr. Tool Kit

An easy-to-use manual, this tool kit is designed to:

- equip all NSBE chapters – NSBE Jr. , collegiate, and alumni – with timely information on PCI, NSBE Jr., and related concerns
- provide suggestions on exciting ways your NSBE chapter can get involved in PCI and NSBE Jr.
- offer information on some of the legal Do's and Don'ts related to PCI and NSBE Jr. activities
- supply chapters with online membership and resources information at www.nsbe.org

Acknowledgments

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The Structure of NSBE Jr. *Roles of Key Officers*

I. NATIONAL PCI CHAIR

- Responsible for coordinating the efforts of all national and regional PCI programs, including Alumni programs
- Provides guidelines under which these programs will be carried out
- Manages the PCI budget and is the primary person responsible for approving proposals for funds to support PCI programs
- Assists PCI Leadership Development Coordinator

II. NATIONAL ALUMNI PCI CHAIR

- Serves as the primary advisor to the National PCI Committee
- Responsible for soliciting Alumni support in all regions
- Works with Regional Alumni PCI Chairs to ensure that alumni chapters actively participate in activities with NSBE Jr. Chapters
- Assists PCI Leadership Coordinator in providing goals and direction for NSBE Jr. Chapters

III. PCI LEADERSHIP DEVELOPMENT CORRIDNATOR

- Responsible for periodic NSBE Jr. manual updates
- Approves and charters all NSBE Jr. Chapters
- Works with NSBE Headquarters Programs Manager to ensure that the NSBE Jr. Tracking Database is maintained
- Works with NSBE Headquarters Programs Manger to distribute pertinent information to NSBE Jr. Chapters
- Reviews NSBE Jr. Chapter proposals and, upon final approval by the National PCI Chair, disseminates funds to support NSBE Jr. Programs
- Develops standard procedures and guidelines for mentoring and/or tutoring programs of pre-college students
- Maintains a tracking database of student participation within Leadership Development
- Disseminates pertinent information to Regional representatives as it pertains to Leadership Development

IV. PCI ACADEMIC DEVELOPMENT COORDINATOR

- Plans and facilitates National Try-Math-A-Lon Competition
- Develops and modifies judging criteria for PCI scholarships and awards
- Responsible for dissemination of SAT/ACT testing dates, deadlines and testing strategies to regional representatives
- Responsible for maintaining a tracking database of student participation within Academic Development
- Responsible for dissemination of pertinent information to Regional representatives as it pertains to Academic Development Track of PCI

V. PCI TECHNICAL DEVELOPMENT COORDINATOR

- Responsible for the planning and facilitation of the National Scientific Design Competition
- Responsible for coordination of regional science and design competitions for conferences
- Coordinates and monitors annual PCI Web Hunt Competition
- Responsible for the maintaining a tracking database of student participation within Technical Development Track of PCI

VI. REGIONAL PCI CHAIR

- Identifies potential NSBE Jr. host chapters (the NSBE chapter responsible for overseeing the implementation of NSBE Jr. goals) through appropriate research mechanisms, conferences, and chapter contacts; also assists these chapters in chartering and maintaining its NSBE Jr. Chapter(s)
- Disseminates all NSBE Jr. information to each chapter
- Prepares regional updates/reports on all NSBE Jr. Chapters as scheduled by the National PCI Chair

VII. REGIONAL ALUMNI PCI CHAIR

- Works with local PCI chairs to ensure that an alumni representative is assigned to each NSBE Jr. Chapter for resource support
- Disseminates all NSBE Jr. information to appropriate alumni chapter(s)

VIII. CHAPTER NSBE JR. REPRESENTATIVE

Each collegiate and alumni chapter should select a Chapter NSBE Jr. Representative. The representative should be a NSBE member in good standing, having had continuous residency in the area of the NSBE Jr. Chapter for a period of at least two years. This representative may or may not be a member of the current NSBE chapter executive board. The responsibilities of the representative are as follows:

- Initiate contact with school administrators
- Identify a member of the school faculty to serve as the NSBE Jr. Chapter Advisor
- Follow all national guidelines to file new chapter charter or renew chapter charter at the beginning of each academic year
- Recruit NSBE Jr. student members from the selected schools
- Establish a NSBE Jr. committee (composed of current NSBE student and/or alumni members) to assist with programs and to serve as role models for NSBE Jr. members
- Maintain ongoing contact with school administrators and NSBE Jr. Chapters
- Disseminate information to chapter members
- Attend and participate in NSBE Jr. activities
- Directly oversee NSBE Jr. programs
- Keep database of students, tutors, administrators, student attendance, activities and other information
- When the Chapter NSBE Jr. Representative is elected for the incoming school year, the current Representative is to select a specific time to meet with his or her successor to transfer all necessary information about the chapter, contacts, agreements, etc.
- Submit progress report to Regional PCI representatives as requested

IX. ALUMNI CHAPTER NSBE JR. REPRESENTATIVE

- Serves as an advisor to Chapter NSBE Jr. Representative
- Responsible for the planning, facilitation, and success of the Try-Math-A-Lon program
- Coordinates the efforts of other NSBE Alumni to ensure the success of the AE Lecture Series

X. NSBE Jr. Board

(Note: All officers must submit an executive board member transitional report to the Chapter NSBE Jr. Representative at the end of each year; the Representative is responsible for creating the format for this report.) NSBE Jr. Board members should include:

A. *President* - This officer will:

- a) be the chief executive officer of the NSBE Jr. Chapter
- b) chair all general and executive board meetings
- c) in the interest of the membership, be considered the designated spokesperson for the chapter
- d) be responsible for all chairpersons and for the coordination of all committee activities
- e) be responsible for educational programs
- f) be responsible for reporting the monthly evaluation of chapter progress to the NSBE Jr. Chapter coordinator and advisors
- g) with the approval of the Chapter NSBE Jr. Representative and/or Chapter Advisor, make appointments to fill vacancies in any executive board office
- h) along with the treasurer, be responsible for providing an annual budget each year for the NSBE Jr. Chapter

B. *Vice-President* - This officer will:

- a) assume presidential responsibilities in the absence of the president
- b) be responsible for membership recruitment
- c) assist the president with his or her duties as assigned

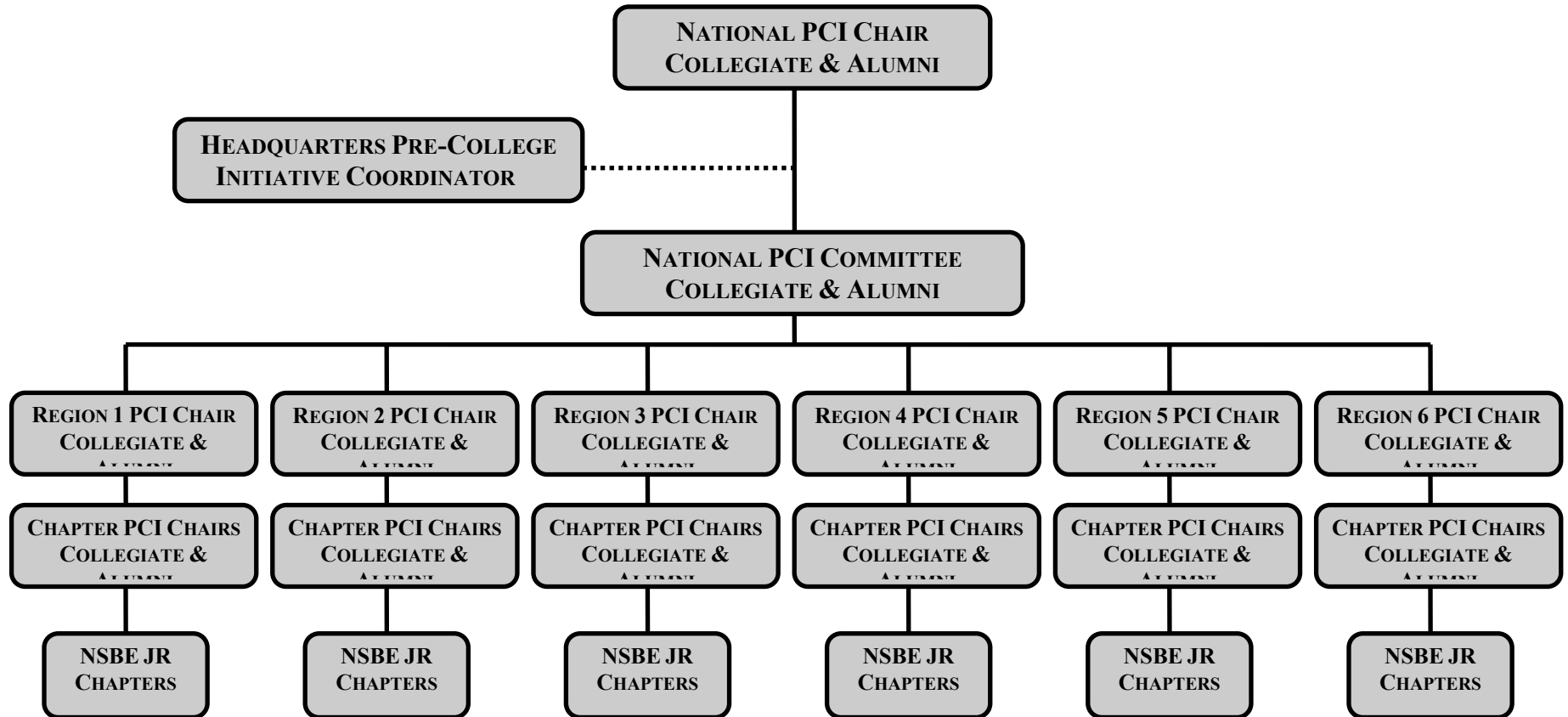
C. *Treasurer* - This officer will:

- a) maintain accurate, up-to-date records of all financial transactions incurred by the chapter
- b) be responsible for handling all funds affecting the financial status of the chapter
- c) be required to submit a financial report to the president and representative of the NSBE Jr. Chapter

D. *Secretary* - This officer will:

- a) be responsible for recording and providing the minutes of all executive board and general body meetings
- b) be responsible for documentation of all NSBE Jr. sponsored events, fundraisers, etc.
- c) responsible for maintaining an updated roster of current NSBE Jr. chapter officers and members consisting of contact information and program participation.

PCI Organizational Structure



Calendar of PCI Events

AUGUST	SEPTEMBER	OCTOBER
Back to School College Scholarship/Application Process Tutoring/Mentoring Program Set-Up Try-Math-A-Lon Team Development/FRC Competition Preparation SAT/ACT Prep Workshops Fall Regional Conferences		

NOVEMBER	DECEMBER	JANUARY
Fall Region Conferences ACT/SAT College Scholarship/Application Process		

Calendar of PCI Events (Continued)

FEBRUARY	MARCH	
Essay/Scholarship Contest/PCI WEEK Black History Month Awareness National Convention Preparation College Admission Workshops Financial Aid Workshops PSAT/SAT/ACT Prep Workshops		
APRIL	MAY	JUNE
Tutoring/Mentoring Program Summer Camping Conference Preparation		

How Chapters Can Get Involved With PCI & NSBE Jr.

Over time, interested pre-college students will establish many NSBE JR. Chapters with the assistance of a parent, teacher, counselor, or other school administrator. However, NSBE's collegiate and alumni chapters can play a significant role in also helping to establish NSBE Jr. Chapters across the country. NSBE JR. Chapters can also be chartered at local community centers, churches, organizations, etc.

Chartering NSBE Jr. Chapters can be initiated in one or a combination of two ways:

1. **By a parent, teacher, counselor, or other school administrator not already affiliated with NSBE.** Interest in PCI and NSBE Jr. from the general public continues to grow, especially from parents, teachers, and community leaders. Often, individuals not affiliated with NSBE request information on how to start NSBE Jr. Chapters in their area. Interested parties may obtain additional information from www.nsbe.org/precollege or request information from pci@nsbe.org which includes the NSBE Jr. Chartering process which is completed online. They also may request contact information for active student and alumni chapters that are located nearby; likewise, these active chapters receive notice that a NSBE Jr. Chapter may be formed in their area and contact information is provided. This is important because early communication between collegiate and alumni chapters with a NSBE Jr. interest group can ease the chartering process. More importantly, it can build relationships between PCI students and NSBE members, as well as provide greater opportunities for NSBE chapters to get involved with pre-college students and strengthen PCI activities.
2. **By a NSBE collegiate or alumni chapter.** Many chapters already work with local students throughout the school year, perhaps in mentoring or tutorial programs. In these cases, the collegiate or alumni chapter (or both, if this is a joint program) typically enjoys an established working relationship with a local school principal or other administrator. This scenario is most ideal as a prime target for helping to charter a new NSBE Jr. Chapter.

NSBE Jr. Chapters should be comprised of pre-college students who attend the same school – for example, a chapter chartered at Vanden High School would be known as the *Vanden High School NSBE Jr. Chapter*. There may be special circumstances, however, that may occur such as:

- There may be a group of students who are interested in starting a NSBE Jr. Chapter, but they do not attend the same school. Encourage each student to first generate interest among classmates in their respective schools in order to establish NSBE Jr. Chapters. (Remember: Only five students are required to start a Jr. Chapter.) If this fails, students can still benefit from NSBE's PCI program if they are connected with a local collegiate or alumni chapter for mentoring or tutorial/study sessions. Personal contact with college students and professionals can be highly beneficial for a student's academic, leadership, and personal development.
- There may be a low number of African-American students enrolled in the school, therefore making it difficult to find five interested students to launch a NSBE Jr.

Chapter. Although the major focus of NSBE Jr. and PCI is to target African-American students, students of other minority groups and non-minorities can join NSBE Jr. Chapters as well. Encourage these students to include interested students, regardless of race or color, in order to charter a NSBE Jr. Chapter at their school.

If the NSBE Jr. chapter is established in a school then the school principal or other administrator must provide signed acknowledgment of a new NSBE Jr. Chapter. Each chapter should have an in-school NSBE Jr. Advisor who provides ongoing guidance and support; this person should be a teacher, counselor, or other appropriate school faculty member or administrator. A NSBE collegiate and/or alumni member in the local area can serve as a NSBE Jr. Representative, providing additional resources and support to a local NSBE Jr. Chapter. If the chapter is chartered outside of a school, personnel in the organization must provide signed acknowledgment.

Here are a few specific ways your chapter can get involved:

1. **Draft a letter from your PCI committee or chairperson about helping to strengthen existing NSBE Jr. Chapters.** Your Regional PCI Chair can provide information on existing NSBE Jr. Chapters. Work with these chapters in your area and help strengthen their activities.
2. **Help charter new Jr. Chapters in your area.** Your Regional PCI Chair can provide information on how to find pre-college students who may be interested in NSBE Jr. Letters of introduction should be given to the principal or other appropriate school administrator (see the Appendix for sample letters); be sure to attach the latest copy of the *NSBE Bridge* publication. With the consent of the school, you should send a letter of introduction to the parents/guardians of interested students as well. Help to identify a teacher or faculty member who will commit to serving as the NSBE Jr. Chapter Advisor; be sure to obtain this person's contact information and begin to schedule regular visits with this person to build rapport.
3. **Go one step further: Sponsor NSBE Jr. membership for a group of interested students and help them charter a chapter.**
4. **Commit to volunteer as the Chapter NSBE Jr. Representative** for your collegiate or alumni chapter; this role can be a key resource for new and existing NSBE Jr. Chapters.
5. **Visit area schools to share information about engineering.** The best visit is one by a partnership of collegiate and alumni members who can present information about what an engineer does from both the student and professional perspectives. This is also a great opportunity to talk about the importance of education in general, and share the *NSBE Bridge* publication with students (available through the National PCI Committee). Panel discussions are good, but consider using more creative and interactive methods of sharing information with students, like skits and music. Remember: Our objective is to make pre-college students interested in science, math, and technical fields; how these areas relate to real life; and the importance of excelling in related courses as a pre-college student with hopes of becoming a future engineer.

Collegiate and alumni chapters should target affiliated or other NSBE Jr. Chapters in the local area when conducting any NSBE PCI activities. For example, members of XYZ alumni chapter tutor local high school students each year. Alumni members, in the past have targeted these students for participation in Try-Math-A-Lon; the chapter then helped

these students join NSBE and charter a Jr. Chapter, while helping them form a Try-Math-A-Lon team to compete in the Regional Conference.



Pre-College Initiative (PCI) National Programs

NSBE's PCI program comprises nine (9) national program activities:

1. PCI Week

This activity gives pre-college students the opportunity to interact with college students, professional engineers and other technical professionals. Through PCI Week, which is usually held in conjunction with National Engineers' week, the third week in February provides an opportunity in which collegiate and alumni members provide information related to their field of expertise and share their experiences of educational and professional accomplishments. Pre-college students should be encouraged to ask questions through a rap session format to stimulate discussion about setting career goals.

During National Engineers Week, programs include Discover E, a project that teams up NSBE college students and alumni for visits to local K-12 classrooms. Together, members can demonstrate practical applications of math, science, and engineering and give pre-college students both an academic and professional perspective of engineering.

2. Summer Camping Conference

The goal of a NSBE Camping Conference is to take youth out of their current environment and expose them to university life as well as work in the industry. The number of youngsters who attend this conference is dependent upon the chapter's budget. Also, note that the following items should be included in planning a Camping Conference: lodging, transportation, meals, and an itinerary that includes a series of seminars focused on areas such as engineering, science, business, and cultural awareness. Careful and thoughtful planning can make Camping Conferences an effective method of motivating youngsters to pursue interests in science, math, and engineering.

3. SATACT Preparation and College Admission Workshops

Students must prepare adequately for college entrance exams. Successfulness on these exams can often make means for financial assistance through scholarships and recognition; consider a workshop or series of workshops to provide information on registering for these exams and test taking strategies. Likewise, with the rising cost of college tuition, demand for information on financial assistance is great; workshops can be an effective way to provide pre-college students with information on how, when, and where to apply for financial assistance. Most beneficial to students is a prepared list of available scholarships and grants with contact information that can be given to students who attend workshops. Let students know that the research required to collect this information is not difficult and can be very rewarding. (Information on scholarships, grants, and other forms of financial aid is continually being collected at NSBE headquarters; contact the Programs Manager for details.)

4. Mentoring and Tutoring

Mentoring and tutorial activities allow collegiate and alumni members to develop relationships with pre-college students and sharpen their math and science skills. Requiring time and dedication, mentoring is an excellent way to serve as a role model for students. Likewise, tutorial programs require a high level of commitment from both the student and tutors (collegiate and/or alumni members). In order to be effective, the program requires tutors and tutees to meet on a consistent basis; ideally, tutorial sessions should occur weekly. Tutoring may be done one-on-one or in group settings, depending on the preference of the subject and participating individuals. There is not a singular “correct” way in which a tutorial program should be designed; however, all programs should have structure and consistency (e.g., setting up a schedule such as a tutorial session for one hour on every Wednesday), as well as close observation by tutors – if, for instance, you notice that the program is not benefiting the tutee in some way midway through the school year, identify the problem and implement a solution.

5. NSBE Jr. Chapters

NSBE Jr. membership is available for pre-college students in grades 6 through 12 who are interested in joining NSBE. NSBE Jr. members participate in PCI activities through NSBE Jr. Chapters. To obtain a information NSBE Jr. Chapter Chartering process which includes membership please visit www.nsbe.org/precollege. The membership and chartering process is to be completed through an online process at www.nsbe.org/precollege. If you have any questions please email pci@nsbe.org or call the NSBE headquarters Programs Department at (703) 549-2207 ext. 204.

6. NSBE PC I 150 High School Tutoring Program

The **PCI 150 High School Tutoring Program** is designed to provide 150 pre-college students (25 per region) the opportunity to receive the “NSBE” experience throughout the school year. This experience will provide tutoring throughout the school year and a possible paid sponsorship to attend a Summer Camping Conference, a Fall Regional Conference, and the National Convention. Applications are available online at www.nsbe.org/precollege beginning in April with a deadline of June 1st.

7. PCI Scholarships and Awards

To reward high school students who have excelled academically and expressed an interest in an engineering, science, or technology career, NSBE provides scholarships on a chapter, regional, and national level for NSBE Jr. members (availability varies based on location). This includes the NSBE Leroy Callendar Scholarship which is awarded based on academic achievement, worthwhile organization and community involvement, and high collegiate promise; award winners are judged based on an essay contest. In addition, the organization recognizes an outstanding NSBE Jr. member as NSBE Jr. Golden Torch Award on a national basis; this prestigious award is given to a NSBE Jr. member in good standing, with demonstrated participation in PCI activities and strong letters of recommendation.

8. PCI Science Fair

This program is tailored to allow pre-college students the opportunity to compete and explore the many applications of science utilizing projects, competitions, and science fairs. The PCI Science Fair is held during each of the six Fall Regional Conferences. The winner from the regional conference advance to compete at the National Convention.

9. Try-Math-A-Lon

Created by the NSBE Alumni Extension, this is an event in which pre-college students compete in a three-part, Jeopardy!-style math competition. Try-Math-A-Lon is designed to help students improve their math skills in preparation for the SAT, ACT, and other exams. Algebra, geometry, and basic trigonometry are all possible areas of focus in this competition. Regional competition winners compete at the National Convention; regional winning teams are awarded with financial assistance to attend the National Convention. National Try-Math-A-Lon winners receive recognition and awards at the Convention.

In addition to these national program activities, consider getting involved in one or more of these pre-college activities:

Athletic Events • A sponsored athletic event such as basketball, volleyball, or swimming can be an excellent way for pre-college students to interact with NSBE collegiate and alumni members. These events can be held in a variety of ways, such as having a tournament with competing academic disciplines. Make an effort to ensure that everyone is included, regardless of athletic ability.

Attendance at Regional Conference and National Conventions • NSBE conferences are one of the strongest ways to motivate students who are interested in engineering and technical fields. Pre-college students can benefit significantly from exposure to college students and professionals in engineering and technical fields at NSBE events like regional conferences and the National Convention. These kind of events motivate and excite youngsters to want to learn more about science, math, and engineering.

Company Tours • It is often interesting and beneficial to arrange a tour of a modern research or manufacturing facility for pre-college students; this is an activity in which the Alumni Extension can prove to be a valuable resource. An alumni member may be able to provide both a site to visit and a guided tour. A sponsoring corporation or the NSBE chapter may provide transportation to and from the facility. When taking trips such as this it is important that permission slips be used to guard against NSBE liability (see the Appendix for more information).

Cultural Awareness Workshops • In the spirit of NSBE's mission, the importance of instilling knowledge of our culture and history into the minds of pre-college students cannot be emphasized enough. Workshops should highlight the African origins of medicine, engineering, mathematics, and civilization. By stimulating pride and interest, students will be encouraged to learn more about themselves and their potential. One suggestion is to have students write essays on the topic of discussion; this will help them retain what they have learned in the workshop, while improving their writing skills. If possible, work with teachers to arrange academic credit for completed essays.

Male-to-Male/Female-to-Female Counseling • In light of challenges faced by our young people – the rise of sexually transmitted diseases, teenage pregnancies, strained relationships between African-American males and females, the alarming death rate among African-American males –, it is often beneficial to promote an environment in which young men and women can learn about and support each other. Collegiate and

alumni members are encouraged to work together to host rap sessions and counseling workshops that offer pre-college students insight from their unique perspectives.

In addition to these activities, collegiate and alumni chapters should also consult with existing NSBE Jr. Chapters in their areas on new project and activities. Not only does this foster positive communication with NSBE Jr. members, but it also allows pre-college students to take an active role in the development of their NSBE Jr. Chapter.



NSBE Jr. Chapter Requirements

It is important that each NSBE Jr. Chapter focus heavily on the academic and career development of pre-college students. To support this effort and ensure the longevity of NSBE Jr. Chapters, it is mandatory that chartered NSBE Jr. Chapters fulfill the following requirements:

- Submit a monthly report to the Regional PCI Chair or PCI Coordinator at pci@nsbe.org. Each report should be typed and should provide detailed information on all programs and activities completed prior to the report due date.
 - As required by the National PCI Committee, there are nine (9) activity areas in which NSBE Jr. Chapters should participate in as outlined in the previous section.
 - Two months prior to the end of the school year, all NSBE Jr. executive board members must submit a transitional report to the NSBE Jr. Representative. The format of this report is to be designed by the NSBE Jr. Representative.
 - The NSBE Jr. Representative must submit a chapter transitional report to the Regional PCI Chair and National NSBE Jr. Chair at the end of the year; the report should be typed and formatted as outlined by the National NSBE Jr. Representative.
- NSBE Jr

The National PCI Committee will evaluate every chartered NSBE JR. Chapter at the end of each academic year. This evaluation will help support strong areas and strengthen weak areas of each NSBE Jr. Chapter. The National NSBE JR. Coordinator will evaluate any chapters that have performed below national standards during the year-end transition period. (Please note: Funding for chapters that fall into this category may be affected.)



Pre-College Activities and NSBE Liability: What You Should Know

The following information has been provided by R.H. Nicholson & Co., NSBE's insurance company based in Vienna, Virginia.

The following events are included in NSBE's property/liability policy:

- NSBE National Convention
- Regional Conferences
- Annual National Leadership Conference
- Camping Conferences
- Chapter Tours of Universities and Engineering Firms
- Smaller Conferences and Meetings
- Career Fairs

Call the Programs Department at (703) 549-2207 ext. 204 for assistance with obtaining *Certificates of Insurance* for events as needed, as well as assistance for any events your chapter holds that are not on the above list. (NSBE headquarters must first approve coverage for any events not listed above.)

Transportation & NSBE Events

1. If you provide transportation to a NSBE event using your personal vehicle, **you** assume any liability in the case of an accident or injury to passengers and your personal auto policy would cover medical payments.
2. It is recommended that if you rent a vehicle for a NSBE event, that (1) you do so in NSBE's name (coordinate this with your chapter and/or regional chair) and (2) you **must** purchase the insurance coverage from the rental company to provide full liability protection.
3. NSBE does not cover accidental injury and sickness. Therefore, if you want to cover young people for accidental injury and sickness while traveling to, from and during your event, it is recommended that your chapter obtain an accident policy from a local insurance agent; this often means purchasing a one-time, low-cost accident policy that only covers the event.
4. If your chapter or region provides transportation for a NSBE event involving minors (e.g., travel by air, land, or sea), **you must use NSBE's Parent/Guardian's Permission Slip, Chaperone Form (National Convention use only), and Medical Release Form** provided in this tool kit. Doing so will help protect your chapter, region and NSBE as an organization from liability.
5. However, if an entity other than NSBE – such as a school, school district or community group – provides transportation and responsibility for a NSBE event, it is **not necessary** for the parent/guardian(s) to complete NSBE's Permission Slip and Medical Release Form. In these cases, the burden of liability is assumed by the other entity or group coordinating the event (e.g., school, school district, etc.) and these groups typically require parents or guardians to complete similar forms for their protection and records.
6. NSBE members should not serve as legal chaperones (and, therefore, should not complete NSBE's Chaperone Form).

*Sample Letter to School Administrator to Charter NSBE Jr. Chapter
(on NSBE letterhead)*

Date

Name of School Administrator
Address
City, State, Zip

Dear Mr./Mrs. _____,

The National Society of Black Engineers (NSBE) has a rewarding and exciting opportunity to offer your pre-college students who are interested in pursuing careers in engineering and science. NSBE is a non-profit organization dedicated to supporting African American students who are interested in future technical studies. In our more than 25 years of existence, NSBE has been represented by more than 350 universities and solid programs that encourage academic excellence, personal growth, and professional development.

NSBE strives to stimulate student interest in technical fields such as science, mathematics, and engineering. In response to the lack of African Americans pursuing degrees in engineering and science, we serve as a source of support to encourage students to attend college and pursue technical degrees. In this spirit, our Pre-College Initiative (PCI) Program is designed to address the following goals:

- To help students develop positive attitudes toward academic excellence
- To stimulate enthusiasm about engineering and science
- To raise cultural awareness among students
- To encourage and support parental commitment to their children's education
- To increase the number of African American students attending and graduating from college, especially in the field of engineering and science
- To utilize NSBE undergraduate student members and professional alumni members as role models

The PCI program is structured so that pre-college students become active members of NSBE Jr. chapters throughout the country. As a part of a NSBE Jr. chapter, students can enjoy a wide range of activities offered through the PCI program. By accepting this invitation to involve your students in a NSBE Jr. chapter, you will establish a partnership with our more than 10,000 collegiate and professional members. Our members team up to offer your students activities that will enhance their academic and professional development.

Starting a NSBE Jr. chapter is easy! It takes a minimum of five students and the process is completed online. For more information please visit www.nsbe.org/precollege. Also, be sure to review the NSBE Jr. Constitution and by-laws at www.nsbe.org/precollege. If you have any questions, please contact the Programs Department at (703) 549-2207 ext. 204 or email pci@nsbe.org. If you need additional information, please visit our web site at www.nsbe.org. Sincerely,

Sender Name, Title
Address, City, State, Zip
Phone Number

(IF AVAILABLE) P.S. Enclosed you will find a copy of our pre-college magazine, The Bridge, as well as our publication for college student and professional members, NSBE Magazine. In addition, you may consult our web site for more information at www.nsbe.org.

Sample Letter to Parent/Guardian(s) (on NSBE letterhead)

Date

Name of Parent or Guardian

Address

City, State, Zip

Dear Mr./Mrs. _____

Dear Parent/Guardian/School Administrator:

The National Society of Black Engineers (NSBE) has a rewarding and exciting opportunity to offer your pre-college students who are interested in pursuing careers in engineering and science. NSBE is a non-profit organization dedicated to supporting African American students who are interested in future technical studies. In our more than 25 years of existence, NSBE has been represented by more than 270 universities and solid programs that encourage academic excellence, personal growth, and professional development.

NSBE strives to stimulate student interest in technical fields such as science, mathematics, and engineering. In response to the lack of African Americans pursuing degrees in engineering and science, we serve as a source of support to encourage students to attend college and pursue technical degrees. In this spirit, our Pre-College Initiative (PCI) Program is designed to address the following goals:

- To help students develop positive attitudes toward academic excellence
- To stimulate enthusiasm about engineering and science
- To raise cultural awareness among students
- To encourage and support parental commitment to their children's education
- To increase the number of African American students attending and graduating from college, especially in the field of engineering and science
- To utilize NSBE undergraduate student members and professional alumni members as role models

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NATIONAL SOCIETY OF BLACK ENGINEERS

NSBE JR. MONTHLY ACTIVITY REPORT

TO: NSBE PCI Coordinator
 VIA: PCI Regional Chair _____ Region # _____

FROM: NSBE Jr. Chapter _____

Date: _____

Reporting for the month of: _____

Please attach additional paper if needed.

1. Number of NSBE Jr. members _____
2. Please check the following activities for the month:

Activity	Planning	Began	Completed
Camping Conference			
SAT/ACT Preparation & College Admissions Workshops			
Mentoring & Tutoring			
Scholarships & Awards			
Science Labs/Projects			
Try Math-A-Lon			
Regional Conference			
Company Tours			
Athletic Events			
Counseling			
Cultural Awareness Workshops			

3. Was there Alumni Chapter involvement this month? Yes ___ No ___
 If yes, what Chapter _____

4. Discuss any problems: _____

5. Action items: _____

6. Follow-up items: _____

7. Needs of the Chapter: _____

8. Additional comments: _____

Report Submitted by: _____

Name

Telephone # and/or email address



**National Society of Black Engineers
NSBE Jr. Fall/Spring Conference Report**

TO: PCI Chair (Name & Region #)
FROM: NSBE Jr. Chapter Name
DATE: (date)
RE: NSBE Jr. Chapter Name

Reporting for Month of: _____

Please attach additional paper if more room is needed.

1. Number of NSBE Jr. Chapter members
2. Completed Activities (list each activity, number of people who attended, and an overview)
3. How many of the required PCI activities were completed?
4. What was the proportion of attendance to chapter size?
5. Problems (local, regional, national) _____

6. Action Items/follow-up on previous action items _____

7. Suggestions for Programs Improvement (local, regional, national) _____

8. Big Ideas (e.g., what will improve efficiency of NSBE Jr./satisfaction of members) _____

9. Needs of the chapter (local, regional, national) _____

10. Additional Comments _____

