

National Society of Black Engineers
Chapter Programs Tool-Kit



Trisha Atkins
National Programs Chair 2006-2007

Chapter Programs Chairs!

Are you ready to begin an exciting programmatic year? As National Programs Chair, I am definitely delighted to present the Chapter Programs tool-kit to you! With this, you can begin to *experience* and plan regional & national programs within your chapter. This tool-kit will help you to implement competitions such as the Academic Technical Bowl (ATB), PCI Design Competition, Graduate Poster Session, Undergraduate Student Research Competitions (USTR), and other mission critical program activities. The tool-kit is designed to help you structure your program's objective, resources, implementation plan and evaluation.

This has been developed especially for you, with your unique chapter dynamics in mind. No matter your size or resources, this toolkit will benefit your chapter.

Used in conjunction with the Chapter Development Program (CDP) to plan the direction of your chapter, this will help you create a roadmap for programs within your chapter. Using both documents, not only will you master the levels of program planning, your chapter will fulfill its potential as a NSBE chapter while actively contributing to mission fulfillment. While this tool-kit does not contain instructions for every program, it will help you through the program-creation process.

If you have any questions regarding program implementation for your chapter, first please contact your regional programs chair at the addresses found on the next page. If you need further assistance, do not hesitate to contact me. I wish you much success, because luck will have nothing to do with it! Your programmatic year will be highly successful when you use this toolkit along with the CDP to help your chapter get with the program!



Sincerest Regards,
Trisha A. Atkins

National Programs Chairperson, **National Society of Black Engineers**
Email - programschair@board.nsbe.org
Telephone - 703.332.9536

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Programming Basics

What are NSBE Programs?

NSBE programs are creative, engaging and interactive. They are the primary vehicle through which NSBE fulfills its mission of creating engineers who excel academically, succeed professionally and positively impact the community. Simply put, they are central to the functions of the organization. We provide a variety of programs in the following core areas to support all demographics of the Society: Academic Excellence; Technical Excellence; Leadership Development; Community Impact; Pre-College Initiative and Chapter Development.

Scholarships, research opportunities, community activities and academic support are among the wide array of resources available to NSBE members through our varied programs. By participating in any number of our programs, each member of NSBE is ensured an opportunity to reach extraordinary heights in academic, professional and community endeavors. The value of NSBE programs depends on active participation.

Who is responsible for planning and implementing NSBE programs?

Each chapter programs chair is responsible for planning and implementing NSBE programs, at that chapter. S/he may delegate certain responsibilities to committee members. Academic program activities are primarily the responsibility of the Academic Excellence chair and PCI activities are primarily the responsibility of the PCI chairperson. These committee members sit within the *programs zone* which is headed by the programs chair. The programs chair is the authority of programs within the chapter and for this reason is a chapter executive officer. While each position is responsible for certain facets/programs, it is the responsibility of the chapter executive board to ensure the chapter is functioning. Ergo, this toolkit can be utilized by any chapter executive member, or chapter member designated to aid in program planning/development/implementation.

What are key factors of planning and implementation of NSBE programs?

4 W's: Why, When, Where, Whom (who is the key audience)

Resources:

- >> People
- >> Time
- >> Money

Communication Medium:

- Written: Email, Flyers, Brochures, Web invites/announcements, etc
- Verbal: Announcement (radio, TV, streaming webcast), Telephone, etc

Logistics

The aforementioned factors can be carefully assessed by completing the program planning sheet found in the Chapter Development Program (CDP) and in Appendices I of this document.

When should program activities take place?

NSBE programs should take place year round. Chapter activities should coincide with national and regional foci. For example: November is Academic Excellence month; so, program activities in November should center on academic improvement or development. Any competitions relating to regional competitions should take place before the Fall Regional Conference.

How should the program be evaluated?

The program should be evaluated by the person(s) running the program. They should complete the evaluation sheet found in the CDP and in Appendices I of this document. There is also a participant evaluation form that is to be completed by all members in attendance. These evaluation sheets will help you to assess the effectiveness of your program and provide you with documentation for archiving purposes.

How do I encourage members to participate in programs?

Appeal to members' desire to improve themselves. Highlight the program's ability to develop the member and the chapter. Academic Excellence programs are specifically geared toward member GPA improvement. This is important to remember for those students whose excuse is not having time, due to school work. Show that these programs teach more effective methods to gain/ retain knowledge and maximize the quality of study time.

Regional and national activities all have some reward to entice the membership to participate. These are good selling points for programs. Scholarships are considered programs! Encourage members to apply for scholarships for which they are eligible. NOL will let members know if they are eligible or not.

Remember that as programs chair you want to make sure that participation is effective. This means that quantity is not as important as quality. Be careful not to cancel activities because of low attendance provided the financial impact is not detrimental.

How do members apply to participate in regional and national programs?

Members can register for these programs via the NSBE Online system (NOL). Once they log-in they can click the "programs and scholarship" icon and choose the program or scholarship for which they want to register or apply.

Planning a Program: Academic

Academic Excellence programs are those programs that directly relate to the improvement of a member's academic development and/or grade improvement.

The Achievers Plus program is a collaboration of workshops and documents that assist the member in improving his/her GPA. The following is an example of how to plan and implement a workshop/study session.

Planning & Implementation

1. Complete the Program Planning Sheet- This all of the key planning questions(4 W's, Communication Medium)
2. Complete a Timeline for this event. The timeline should begin from day one until the event is completed and evaluation is completed. It should be specific in terms of date and responsibilities to be covered.
3. How many people do you need to assist with this event? What will their responsibilities be? Look at your planning sheet. Appoint someone to oversee each of the major sections of the planning.
 - Reservations/Set-Up
 - Technical Assistance
 - Speaker
 - Publicity
 - Hospitality
 - Security
4. How many planning meetings will we need? When and where will we meet? You should, at the first meeting, set up the next two meetings dates and venues. Send reminders about these meetings one week prior and 1 day before.
5. What is your budget for this activity? It is critical that you look at your overall programs budget and decide what percentage of that budget should be spent on this activity. Spend budgeted money on those items for which you cannot obtain sponsorship. A workshop/study session may require the following:

Projector/Computer Rental- Does the speaker need this?

Space - How many rooms? Possibly 2: one with music, one without

Speaker - Who and what academic subject will they speak about?

Honorarium (for speaker) - What will this be?

Door Prizes (participants) - How many? Why will they be given?
Raffle, yes/no?

Snacks for Participants – Healthy or not so healthy? (Both is best)

The first three items in the list can be avoided as an expense by using the University's resources. These items are generally loaned to registered student organizations for free. A chapter member may be able to donate the usage of his/her laptop. Rental of these items should be communicated in writing at least two weeks in advance to avoid problems on the day of the event. Confirm again on the week of the event.

The next three items on the list may be donated from local businesses, or departments on campus. Look to obtain gift certificates and gift cards to purchase items. Contact your chapter finance chair for more assistance in getting donations and sponsorship. (If your chapter does not have a finance chair, speak to your regional finance chair.)

If no sponsorship is available submit all forms to finance zone to get purchase authorizations for what you need to purchase.

6. Timeline for the day of the event. As you get closer to the event you will need to create a timeline of what should happen and when it should occur on the day of, as well as one day prior to the event. This timeline should be communicated with everyone on your committee (in written format). You should make sure everyone understand their role in making these things happen at their appointed time. **NOTE: LACK OF TIME MANAGEMENT WILL NEGATIVELY AFFECT YOUR EVENT.** It is unacceptable to be late to appointments and meetings associated with the planning and implementation of NSBE Programs.
7. Who will be responsible for distributing and collecting the participant evaluations? When will they be collected? Who will complete the program evaluation sheet? When will they be analyzed and by whom? Who will get the planning, evaluation and supporting documents to the proper person for documentation in the CDP?

These 7 steps will help you to effectively plan and implement an academic workshop/study session. This same procedure will be followed for every event.

Example of Program Planning

The University of Engineers chapter of NSBE has decided to host a Technology Day at their school during National Engineers Week. They have completed the program planning sheet below.

NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM PLANNING SHEET

LOGISTICS

Date: 9/1/06 **Chapter:** University of Engineers

Name: Nadya Knight **Committee Name:** Technical Excellence

Program: Technology Day

Date of Program: 2/18/07 **Time of Program:** 8am-5pm

Duration of Program: All Day

Committee Members: Programs Zone Members (could list by name)

Key Contact Person(s): Nadya Knight, Derrick Genius

Expected Attendance: Members: 10-25 Community: 75 includes industry

Goal(s) of Program:

To introduce the membership and community to new and existing technology. This program will serve as the first activity within National Engineers Week.

Check and explain which key business area(s) this program fulfills.

- | | |
|--|--|
| <input type="checkbox"/> Academic Excellence | <input checked="" type="checkbox"/> Technical Excellence |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Continuous Education & Career Access | <input type="checkbox"/> Financial Vitality |
| <input checked="" type="checkbox"/> Cultural & Community Awareness | <input type="checkbox"/> National Directives |

RESPONSIBILITIES (Complete sections applicable to your program)

RESERVATIONS/SET-UP: Indicate the estimated cost and person responsible

- Space(s) reserved: Yes, room ballroom of the student union
- Banner space request submitted: Yes
- Other: Tables will be set up by university staff. Committee members will check with those bringing displays for other needs. Table cloths and such will be set up by committee members at 7am the morning of the event

PROFESSIONAL CONTRACTS/PURCHASES – Indicate estimated cost and person responsible

- Purchase order request submitted: The university space request has been submitted
- Contract received/signed: All contracts have been signed with the university and waivers signed
- Other: Water and snacks for display participants must be purchased

TECHNICAL – Indicate estimated cost and person responsible.

- List all Audio/Visual needs (sound, outlets, etc): We will need an intercom system. This will be rented/borrowed from the university. Renting could cost about \$100
- Other:
- PUBLICITY – How did you make use of the following publications?
Indicate size and quantity.

✓ Newspaper ad(s)	✓ Posters	✓ Flyers
✓ Radio ad(s)	Press release	✓ Banner
✓ Calendar	Other	
- HOSPITALITY – Indicate estimated cost and person responsible

- Transportation arranged -
 Arrival info: Participants will arrive and set up at 7:30am
 Departure info: We must be out of the space by 6pm
- Lodging arranged -
 Hotel information: Not necessary
- Food service arranged - We will purchase food for the display participants and set it up in a closed off space

Other:

SECURITY – Indicate estimated cost and person responsible

- Security: provide by university
- Parking arranged: participants will have guest passes
- Other:

THANK YOU NOTES – Will be sent to display participants upon confirmation and conclusion of the event.

2. The next step is to complete the timeline of activities. This is a sample there are several ways to create a timeline:

Date Due	Activity	What	Who	Action Items	Completion Date
10/10	1 st Meeting	Delegate Responsibilities	Committee	Given	
10/30	2 nd Meeting	Update on previous action items	Committee	Given	
10/15	Contact university about space & equipment	Pay any fees upon confirmation that space is available	Jackie		
11/30	Last committee meeting of the semester	Update on previous action items	Committee	Given	
11/30	Confirm Speaker	The speaker must speak on innovative technologies	Will		
12/5	Send Invitations to companies to set up displays.	Follow up with them in upon first week back from the holiday break.	Ashley		

1/10	Begin to publicize & register community and students	The goal is to maximize the number of attendees	Jamel		
1/20	4 th Meeting	Update on action items & discuss any last minute issues	Committee	Given	
1/20	Confirm Security	Make sure they know when we will begin & exactly what they need & what kind of things may occur during the event.	Adrienne		
1/30	Last meeting	Updates, Issues, Get final participation numbers from Ashley and Jamel	Committee	Given	
2/5	Confirm with university & participants	Are they coming? Is the Space Prepared?	Derrick & Nadya	None	
2/18	EVENT DAY	See event day schedule			

3. Keisha has decided that a committee of 15 will be enough to handle the event. The responsibilities are delegated below:

Reservations/Set-Up - Jackie
 Technical Assistance - Edwin
 Speaker - Will
 Publicity - Jamel
 Hospitality - Ashley
 Security - Adrienne

The committee decides that 5 meetings will be adequate. They will meet at the University Union. The next two meetings will be on 10/30 and 11/30.

4. The budget for the Technology day is \$75. This represents 25% of the programs budget for the year. They have decided that this event is important enough to their community and the mission to use this much of their budget. Money will be spent as such:

Audio System - Free, provided by the University
 Space - Free
 Display Participants - Free, they will donate their time and resources
 Honorariums - \$10 for thank you note and postage
 Door Prizes - Will be donated by local businesses
 Snacks - Partially donated by local grocery store and they will spend \$30

5.

Day of Event Timeline

7:00am	Committee and Display participants arrive and set up
8:00am	EVENT BEGINS. Speaker will open and speak for 15 min
8:30am	Symposium begins
10:30am	Door Prize drawing
11:30am	Begin lunch set-up
12:20pm	Announcements: "Symposium will break at 12:30 for 1hr"
12:30pm	Display participants have lunch
1:30pm	Resume Symposium
3:30pm	Second door prize
4:45pm	Keisha makes announcements
5:00pm	EVENT ENDS
5:15pm	Begin clean-up
6:00pm	Must be out of the space

6. Will & Edwin will collect all participant evaluation forms as participants leave the event. Nadya and Derrick will complete the program evaluation sheet. The committee will analyze them 1 week after the event. Thank you notes will be sent to display participants by Ashley no later than one week after the event.

MONEY MATTERS

It is imperative that you are actively apart of the budget making/decision process, and that you understand the total amount of money that will be spent on programs through the year. This will help you when deciding how much to spend on a particular event. Remember that you want to spend your money on events that are critical to the mission and directives. Be sure to include line items in the budget for things such as:

- Honorariums
- Copies
- Food
- Equipment Rental
- Awards

Work closely with the chapter treasurer to ensure that your budget money is being used appropriately. If you have a chapter for which money is not a huge issue be sure to include a line item to help chapter members who wish to compete at regional competitions to register and travel to the conference. You should set guidelines for receiving such rewards. Be creative in financing your programs; just because money isn't in the budget doesn't mean that it can't happen. You may need to do fundraisers. In such a case be sure to communicate with the finance chair what your needs are and they will help oversee your fundraising event.

Tip: Have and foster a good relationship with the finance zone!

LEADERSHIP MATTERS

It is often difficult in the beginning to know which of your committee member will be fully committed to the task. You must pay attention to how your committee members complete action items. Are they consistently not done or late? If this is the case you should consult with the committee member and be frank about his/her performance. Offer a written confirmation of the consultation. If they do not improve remove them from the committee. Do this in writing and verbally. *Dead weight is heavier to carry than no weight.* You can then fill the position with someone else or re-delegate the committee's responsibilities.

Encourage your committee members to take initiative. It is a key aspect of leadership. You will begin to appreciate the initiative that some committee members take to complete task and such initiative should be rewarded. Remember to groom someone to serve in your position next year. Those committee members showing initiative, passion and results are good candidates.

Communicate all action items in writing. Make sure that your committee understands what the primary medium of communication will be. If it is by email then you must set rules such as a 48 hr turn around on email responses. Keep a running action item list in which everyone has access. This will also establish

accountability and keep the committee aware of what must be done. Always communicate committee activities with the vice-chair as he/she is the manager of the entire Chapter Executive Board.

DOCUMENTATION

Documentation is extremely important to the viability of programs within your chapter. Documents serve as proof of your activities within the CDP and they are a guide for the next person in your position. The documents used within NSBE are the program planning sheet and both evaluation forms. Flyers, radio announcements and other publications should also be kept for archiving and documentation purposes.

Avoid the temptation to skip the evaluations. Evaluations are the only way that you will obtain the effectiveness of your program. Create a summary of the participant evaluations and include this in your CDP for the next programs chair. He/She can improve upon what you have done.

PROGRAM IDEAS

Academic Excellence

Academic Tech Bowl- B/T student groups
Faculty/Student Forum
PhD Panel, Masters Panel
Study Sessions
What's your learning style workshop
Motivational Speakers
EIT/FE Preparation Workshops

Technical Excellence

Research Symposium- Graduate/Undergraduate
Poster Presentations
Computer Learning Day
Corporate Technology Workshops
Inventors Workshop & Symposium
Workshops to promote the Professional Engineer License

PCI

PCI tutoring sessions (PCI students tutoring other students)
PCI mentoring sessions (PCI students mentor younger students)

PCI Collegiate Social Mixer
SAT/ACT Prep Sessions
College Day or Weekend (bring PCI students to campus)
Parent/Collegiate workshops (parents and collegiate PCI committee work to tailor curriculum to be student specific)
PCI Brain Bowl- Similar to Academic Tech Bowl but including other subjects like English and African American history.

Leadership/Chapter Development

Time Management Workshop
Archiving and Documentation Workshop
Chapter Leadership Challenges
Chapter Leadership Conferences
Program Finance Workshop
Chapter Shadowing Initiatives
Image Workshop Series
Public Speaking Workshops
Chapter Programs Lounges

SUMMARY

Effective program planning and implementation is crucial to the success of your chapter. This document offers a direct roadmap for program success, so use frequently!

Remember that the evaluations and program planning sheets need to be saved for the CDP. The CDP is the archiving document for the chapter and will be the ultimate judge of each chapter's activities for the year. The CDP is the determining factor in the chapter excellence awards.

The list of program ideas on page 15 is a start for program activities. Be creative in implementing these and other program activities disseminated from your regional counterpart. Be sure that each person within the program zone is working at maximum potential by communicating with his/her regional counterpart. Remember that the programs associated with the organization are critical to the success of the mission.

Finally, be sure to work with the entire chapter executive board to ensure the success of programs. Programs promotion is a very powerful tool. Use all means of communication to get members to participate at the chapter, regional and national level. Members are best developed by participating in at least two programs, so encourage your chapter to participate. The most critical of all programs to the student member is the Achiever's Plus program. Be sure that each member participates to improve your chapter GPA.

You have step one in having a successful year – the knowledge. Step Two is up to you – utilizing the tools afforded. IF you do, you are on your way to having a great year. Continually refer to this document and the CDP as a guide and you will master being a chapter programs chair, while leading your chapter to many milestones of success!



NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM PLANNING SHEET

LOGISTICS

Date: _____ Chapter: _____

Name: _____ Committee Name: _____

Program: _____

Date of Program: _____ Time of Program: _____

Duration of Program: _____

Committee Members: _____

Key Contact Person(s): _____

Expected Attendance: Members _____ Community _____

Goal(s) of Program:

Check and explain which key business area(s) or directive this program fulfills.

- | | |
|---|---|
| <input type="checkbox"/> Academic Excellence | <input type="checkbox"/> Technical Excellence |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Continuous Education & Career Access | <input type="checkbox"/> Financial Vitality |
| <input type="checkbox"/> Cultural & Community Awareness | <input type="checkbox"/> National Directives |

RESPONSIBILITIES (Complete sections applicable to your program)

RESERVATIONS/SET-UP: Indicate the estimated cost and person responsible

- Space(s) reserved:
- Banner space request submitted:
- Other:

PROFESSIONAL CONTRACTS/PURCHASES – Indicate estimated cost and person responsible

- Purchase order request submitted:
- Contract received/signed:
- Other:

TECHNICAL – Indicate estimated cost and person responsible.

- List all Audio/Visual needs (sound, outlets, etc):
- Other:

PUBLICITY – How did you make use of the following publications? Indicate size and quantity.

Newspaper ad(s)
Radio ad(s)
Press release

Posters
Banner
Other

Flyers
Calendar

HOSPITALITY – Indicate estimated cost and person responsible.

- Transportation arranged
Arrival information Departure information
- Lodging arranged:
Hotel information
- Food service arranged:
- Other:

SECURITY – Indicate estimated cost and person responsible.

- Security:
- Parking arranged:
- Other:

THANK YOU NOTES – If sent, indicate to whom.

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION.



NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM EVALUATION FORM

Date: _____ Chapter: _____

Name: _____ Committee Name: _____

Program: _____

Date of Program: _____ Time of Program: _____

Duration of Program: _____

Committee Members: _____

Key Contact Person(s): _____

Key Sponsor(s): _____

Actual Attendance: Members _____ Community _____

GOALS OF PROGRAM

✓ Accomplished (with explanation):

✓ Unaccomplished (with explanation):

KEY BUSINESS AREAS

Accomplished (with explanation):

Unaccomplished (with explanation):

PROGRAM RESPONSIBILITIES

✓ Which Responsibilities exceeded the estimated cost?

Responsibility	Estimated Cost	Actual Cost	Why?
_____	_____	_____	
_____	_____	_____	

- ✓ Which Responsibilities were not accomplished by estimated date?

Responsibility

Why?

- ✓ Main aspect(s) of program that went very well.

Main Aspect

Why?

RESOURCES USED

Choose one and explain why:

Outstanding

Good

Fair

Poor

Name:

Office:

Phone/Fax:

Email:

OVERALL COMMENTS AND EVALUATION:

Rating of overall program

Outstanding

Good

Fair

Poor

Why?

PROBLEMS OR CONCERNS FOR FUTURE PLANNING:

- ✓ Problem/Concern

- ✓ Suggestion for resolving

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION



NATIONAL SOCIETY OF BLACK ENGINEERS PROGRAM PARTICIPANT EVALUATION FORM

Participant Evaluation Survey					
I am an: Attendee Presenter Exec. Board Member Committee Member Other (please describe): _____					
Please use the following scale to answer the questions about the program you attended.	5 = strongly agree, 4 = agree, 3 = neutral, 2 = disagree, 1 = strongly disagree				
1. This program as a whole met my expectations.	5	4	3	2	1
2. This program had the right content.	5	4	3	2	1
3. This program was well organized.	5	4	3	2	1
4. Attending this program has benefited me professionally.	5	4	3	2	1
5. This program was scheduled at an appropriate time.	5	4	3	2	1
6. This information presented at this program was of value to me.	5	4	3	2	1
7. The depth of information in this program was appropriate for me.	5	4	3	2	1
8. The meeting facility was adequate.	5	4	3	2	1
9. This program was well organized and well delivered.	5	4	3	2	1
6. What is your overall opinion of this program? Excellent Very Good Adequate Fair Poor					
7. Will you participate in this program next year? Definitely yes Probably yes Maybe Probably not Definitely not					
9. What feedback can you offer us to improve future programs?					

10. NSBE-AE would like to improve the demographic appeal of its programming. Please answer the following questions (optional).

a) Your Gender: M or F

b) Your age range: <22 23 to 28 29 to 35 36 to 45 >45

c) Your involvement with NSBE-AE:

chapter member national member both neither